

Use the following checklist to ensure that the Technology Report meets OACETT basic requirements.

Report Check List

- | | Yes | | |
|--------|-------------------------------------|---|--|
| PS. 01 | <input checked="" type="checkbox"/> | Has a Proposal for a Technology Report been submitted and accepted and a copy of the approved proposal included in the TR? | Submitted to Kristian Medri but not OACETT. |
| PS. 02 | <input checked="" type="checkbox"/> | Has the TR been submitted within one year since the proposal was approved? | |
| PS. 03 | <input type="checkbox"/> | Is the TR consistent with the Proposal (as approved and with the comments and suggestions made by the proposal reviewer/examiner)? | Not completely consistent as changes were made to the scope of the HVAC project. |
| PS. 04 | <input checked="" type="checkbox"/> | Is the TR typed, double-spaced and justified left? | Single-spaced for code. |
| PS. 05 | <input checked="" type="checkbox"/> | Has a 12 point Arial, Univers, or similar Sans Serif font been used? | Calibri is used for body (12px) and headings (13px & 16px). Consolas |
| PS. 06 | <input checked="" type="checkbox"/> | Is the body of the report a minimum of 3,000 words? | (12 px) is used for code. |
| PS. 07 | <input checked="" type="checkbox"/> | Are the components in the following order: Title Page; Declaration of Authorship; Executive Summary/ Abstract/ Introduction/ Foreword; Table of Contents; Lists of Illustrations/Diagrams; Body of the TR; Conclusions and Recommendations; Bibliography/Technical References; and Appendices ? | |
| PS. 08 | <input checked="" type="checkbox"/> | Is there a signed Declaration of Sole Authorship? | We've used a Declaration of Joint Authorship instead |
| PS. 09 | <input checked="" type="checkbox"/> | Is the report dated? | Uses report due date: April 23rd, 2018 |
| PS. 10 | <input checked="" type="checkbox"/> | Is the TR current? (The TR should be less than 5 years old.) | |
| PS. 11 | <input checked="" type="checkbox"/> | Is there a Title Page? | |
| PS. 12 | <input checked="" type="checkbox"/> | Is there a Table of Contents? | |
| PS. 13 | <input type="checkbox"/> | Does the Table of Contents correctly reflect the Components: Headings, Illustrations/Diagrams and Appendices? | Not all components are correctly reflected |
| PS. 14 | <input type="checkbox"/> | Are the pages numbered with appropriate page breaks? | There are formatting issues with the page numbers and breaks in the report |
| PS. 15 | <input checked="" type="checkbox"/> | Is there an Abstract/Executive Summary, Introduction/Foreword? (any one is acceptable) | |
| PS. 16 | <input checked="" type="checkbox"/> | Does the body of the report contain Section Headings? | |
| PS. 17 | <input checked="" type="checkbox"/> | Are Conclusions and/or Recommendations provided? | Conclusion only |
| PS. 18 | <input checked="" type="checkbox"/> | Is there a Bibliography with Technical References? | |