

**ME243, Inc.**  
**DESIGN PROJECT FINAL REPORT CONTENT/FORMAT**

The Final Report should be similar in structure to the Design Proposal previously submitted, but more comprehensive in terms of content.

The Final Report should contain all or a substantial portion of the material presented in your Final Presentations and in the Design Day poster. The text need not be overly voluminous, but should concisely explain and interpret the technical drawings, illustrations, plots, graphs, photographs, and etc.

As a general rule of thumb, include sufficient material and detail that if a new team of people were given your report, they could re-create your prototype and/or analyses exactly. That is, if a new team of students were starting from scratch and trying to replicate your entire senior project in a very short time period (much shorter than the academic year you had to work in), what would they need to know? Put that in your report.

As to structure, the report should be a logical explanation of the nature of your project/problem and its solution. As a general outline, the content should be approximately as follows:

PART 1 (two copies – one for your chief engineer and one for your sponsor):

- Cover letter to your sponsor
- Title/Cover Page
- Table of Contents
- Technical Abstract
- Customer Identification/Description
- Problem Description
- Problem Solution (this is the “meat” of your report)
- Suggestions for Future Research/Design
- Technical Bios – Team Members

PART 2 (one copy):

In-House Material. This includes any data sheets, source code, etc., that is not suitable to go in your main report – it can be submitted in a folder to the Chief Engineer’s mailbox in Olin 101.

PART 3 (one copy per person):

Technical Memo (one per person – turned in individually): List and discussion of your individual technical tasks and achievements.

**What to turn in and when to turn it in:**

Please turn in two copies of Part 1, one copy of Part 2, and one memo per person for Part 3 at the ME office, Olin 101. These should be turned in by the close of business (roughly 4:30pm) on April 27th, 2012.