

Writing Assignments Common to All EECS **Senior Design Courses (EE415/416 and CptS421/423)**

Document Format Details

Documents submitted for grading should be:

- 1) Posted to the team's SocialCast site.
- 2) Posted as a single self-contained file (no links to outside resources.)
- 3) Posted as a PDF file.
- 4) Typed single-spaced.
- 5) Typed with black text.
- 6) Typed with #11 font size.
- 7) Typed using Arial font.
- 8) Typed with one inch margins on sides, top and bottom.
- 9) Typed with a title page that clearly gives: team or project name, student names, mentor name, sponsor name, instructor name, course number and date submitted.
- 10) Typed using techniques found in all high quality technical writing text books.

Page counts are to include typed paragraphs only and the page count should exclude figures, flowcharts, tables and bulleted lists. Page counts listed are "maximums" that should be met by all teams. Page counts refer to the body of the document, not to the appendixes. When they are allowed, there are no restrictions on appendixes; however, with respect to the size of the appendixes, common sense should prevail. For these documents, the focus of instructor and TA grading activity will be on the body of the document (not on the appendixes.)

Use Gantt chart and partitioning of responsibilities at each step of the way to clearly identify the work plan, completed portions, timelines, and team members' responsibilities.

Last modified: 1/24/2014

I. First Semester Writing Assignments

A. Project Description and Clarification (Due January 31st, 11:59 PM)

Length: 2 pages + appendixes as needed

Major Headings:

Review of Literature

Client Identification and Preferences

Stakeholder Identification and Considerations

B. Technical Specifications (Due February 15th, 11:59 PM)

Length: 3 pages + appendixes as needed

Major Headings:

Summary of Client and Stakeholder Needs

Broader Impacts Considerations

Mapping Needs to Technical Specifications

Summary of Target Technical Specifications

C. Solution Approach (Due March 7th, 11:59 PM)

Length: 4 pages + appendixes as needed

Major Headings:

Concepts, Algorithms, or Other Formal Solutions Generated

Solution Selection Process

Theoretical or Formal Description of Selected Solution

Summary of the State of This Project

Future Work for This Semester

D. Report of Alpha Prototype Results (May 5th, 11:59 PM)

Length: 5 pages + appendixes as needed

Major Headings:

Alpha Prototype Description

Summary of Alpha Prototype Session with Mentor*

Design Modifications Resulting from Alpha Prototype Testing

** See your instructor for details regarding your alpha prototype session with your industry mentor.*

II. Second Semester Writing Assignments

A. Test and Validation Plans for Beta Prototype (September 12th, 11:59 PM)

Length: 2 pages + appendixes as needed

Major Headings:

- Description of the Beta Prototype
- Scenarios for Tests
- Data Collection Plans
- Analysis, Modeling and Simulation Plans

B. Midterm Progress Report (October 24th, 11:59 PM)

Length: 5 pages + appendixes as needed

Major Headings:

- Table of Contents
- Executive Summary
- Results to Date
 - Beta Prototype Test Results
 - Beta Prototype Validation Results
 - Analysis, Modeling and Simulation Results
- Broader Impacts Considerations
- Summary of Work Remaining This Semester

C. Final Report (December 12th, 11:59)

Length: 10 pages + appendixes as needed

Major Headings:

- Table of Contents
- Executive Summary
- Introduction
- Description of Culminating Design
- Project Management
- Results
 - Beta Prototype Test Results
 - Beta Prototype Validation Results
 - Analysis, Modeling and Simulation Results
- Broader Impacts and Contemporary Issues
- Limitations and Recommendations
- Conclusions and Future Work
- Acknowledgement
- References
- Appendixes