****

**Design & Innovation Project (DIP)**

**Project Report**

**<<Title>>**

**Project Group: <<XXX>>**

**School of Electrical and Electronic Engineering**

**Academic Year 20xx/xx**

**Semester 1/2**

# 

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1. **Purpose/ Project Objectives**

This section provides an overview and the objectives of the project. This can be taken from the project charter. The project objective, is usually written based on the SMART principles.

* Specific
* Measurable
* Achievable
* Relevant
* Time-bound

1. **Project Summary**

This chapter describes the problem that was solved by the project. Did the project achieve its goals: was the problem solved completely, or were there some issues that will remain unsolved?

1. **Scope**

This section summarizes the final total scope of the project.

* Project Deliverables. This section gives an overall description of all the project outputs.
* Summary of the work/activities that were performed to produce those outputs.
* Changes. Were there any changes to the original scope? Highlight the changes / change requests,

**4. Schedule**

|  |  |  |
| --- | --- | --- |
| PHASE | Planned Milestone Date | Actual Milestone Date |
| Initiating Phase |  |  |
| Planning Phase |  |  |
| Execution Phase |  |  |
| Closing Phase |  |  |
| Project End Date |  |  |

<Explain differences in between the planned and actual schedules>

<Description of Benefits>

**5. Cost**

|  |  |  |
| --- | --- | --- |
| PHASE | Planned Costs | Actual Costs |
| Initiating Phase |  |  |
| Planning Phase |  |  |
| Execution Phase |  |  |
| Closing Phase |  |  |
| Project Total Costs |  |  |

<Explain differences between the planned and actual costs>

**6. Outcomes / Benefits**

* Outcomes
* Benefits

**7. Reflection**

This section should cover the following points

* Engineering knowledge
* Problem Analysis
* Design/development of Solutions
* Individual and Team Work
* Future Recommendations.

**References**

[1]

[2]

**Appendix A -** Project Members Information

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Project contributions | Report Contribution |
| 1 |  | e.g., Group Leader, | e.g. Pages 3-6, 24-25, Chapter 2, Appendix A, B, .. |
| 2 |  | Treasurer |  |
| 3 |  | e.g. project video, final packaging, business proposal, group report editor, final project integration, final presentation presenter, secured industry sponsorship, |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Sub-Group Members List**

**Appendix B – (no page limit for appendices)**