Final Report Expectations
Category: Problem Solving Project

- Each team must schedule a checkout meeting with their instructor at some point between Thursday, April 21st at 11:00am and Thursday April 28th at noon. At least one person from the team must attend this meeting, but all are welcome. **An electronic copy of the report and any additional electronic files must be submitted to Canvas at least 2 hours before the checkout meeting.** At the checkout meeting you will be asked to give a brief overview of the contents of the report and answer any questions that your instructor has about your project.
- The problem solving project, considered in its entirety, determines 30% of the semester grade.

Criteria Used To Assess Your Project
- Did you provide as much value to your client as was realistically possible?
- Did you ultimately gather a reasonably large set of solid solution options to choose from?
- Did you apply reasonable criteria to select the best solution option(s), and give sound justification for your selection(s)?
- Did you package your endpoint in a neat, thorough, and appropriate way?

Please organize your final report using the following headings:

The Problem
In this section, restate the problem you set out to address for your client. If the focus of your attention has changed since you first began the project, describe how it has changed and why.

Revisions or Additions to Previous Project-Related Assignments
In this section, depict any improvements you made to previous assignments. This section may not apply to your team. If it doesn't, don't include it.

Our Recommended Solution(s)
Document what you did with your recommended solution(s). If you implemented them on the client's behalf, provide a detailed account of what you did (dates, amounts, copies of materials used, etc.). If you delivered a report containing recommendations for the client to act upon, provide in this section a copy of the same report (or point to an appendix containing the report).

Supplemental Information
In this section, describe any additional work that you did on behalf of your client that never seemed to fit a previous assignment sheet. This section may not apply to your team. If it doesn't, don't include it.

Reflection

The team should reflect on what they learned in the course of completing this project about decision making and working in groups. In retrospect, is there anything your team should have had done differently?

Annotated List of Resources Used

List the resources you used to complete this project (people, documents, websites, etc.). For each resource listed, give a short explanation of what the resource provided that you found useful.

Client Feedback

Include a completed client feedback form with your final report. If your client would prefer to email or fax this document to your instructor directly, that is fine. Indicate this in your report.