**Team name:**

**Report writing task**

**Assigned to**

**Draft deadline\***

**Transmittal document:**

Cover letter Khai April 8th, 2018

**Front matter:**

Title page Khai April 8th, 2018

**Front matter:**

Executive summary Qian April 12th, 2018

**Front matter:**

Table of contents Khai April 8th, 2018

**Front matter:**

List of illustrations Entire Team April 8th, 2018

**Front matter:**

Glossary Entire Team April 8th, 2018

**Front matter:**

List of symbols (if applicable) Entire Team April 8th, 2018

**Introduction (AO):**

Clearly identify the problem, or the key question answered by the report

Khai April 1st, 2018

**Report body:**

Client requirements and assessment criteria (B)

Brett April 1st, 2018

**Report body:**

Solutions assessed: 3 options minimum (D)

Brett April 1st, 2018

**Report body:**

Comparison table ranking performance on each assessment criterion (D)

Akshat April 1st, 2018

**Conclusion (AC):**

Summary & interpretation (bottom-line conclusions; objective interpretation of your data and its significance / relevance to your client’s needs)

Daniel April 5th, 2018

**Report writing task**

**Assigned to**

**Draft deadline\***

**Recommendations (AC):**

Recommended solution & justification

Qian April 5th, 2018

**Recommendations (AC):**

Implementation plan Gireesh April 5th, 2018

**Back matter:**

Works cited/references Entire Group April 10th, 2018

**Plagiarism check:**

Use SafeAssign to check full rough draft

Gireesh April 11th, 2018

**Peer editing:**

Review structure & content Gireesh, Daniel April 10th, 2018

**Page design:**

Formatting of finished draft Akshat April 11th, 2018

**Proofreading:**

Check spelling & grammar of final draft

Akshat April 11th, 2018

**Upload:**

Who will upload the finished report?

Akshat Final deadline: April 12, 2018