

Report 3 - Feasibility Report (25%) + Milestones (8%)

The last segment of the course presents you with **two linked assignments**, both of which build on the **Proposal assignment**. This set of instructions focuses on the **Feasibility Report**; you can find instructions for the **Progress Report** under the Assignments Tab on Brightspace. As well as continuing to build your skills in technical writing, workplace genres, and research, this final course project also asks you to apply and practice **strategies** for **successful collaboration**, enabling you to gain valuable *procedural knowledge*. In other words, this final team project is about *process* as well as product.

Due Dates

Milestones	Due Wk 7-11
Feasibility Report	Due April 1-3, 2025

Team **meetings** for the collaborative report should be **ongoing**, and our scheduled class time will be valuable for this. Regular attendance at meetings, which includes time to work on **Milestones**, is expected from all team members, serving as an excellent way to ensure **equity** and **fairness** in sharing workload, and therefore in assigning team grades.

Lack of participation as evidenced by course paper trails – i.e. team evaluations, recorders documents, work logs, and Google Doc's Version History – may result in individual grades being assigned. However, the preferred option is for everyone to make a commitment to contribute fully to the team project so everyone can benefit from learning to write collaboratively and earn a shared team grade

Length

~**2,000 words**, excluding **Front Matter** (i.e. Title Page, Table of Contents, List of Figures and Tables, Executive Summary) and **Back Matter** (i.e. References; Appendices).

Don't think in terms of pages because your pages will include **graphics** of varying dimensions. However, 2,000 words = about 10 pages of text doublespaced. Formal reports (unlike memos) are normally **DOUBLESPPACED**.

Purpose

The main learning outcome or *deliverable* of this course project is a **feasibility report**, created in teams of 4 and based on ONE of your team members' proposals. A feasibility report is a **research proposal "in action."** The proposed study is implemented, data is gathered, and the report presents the findings. The gathered data is displayed to support a final **recommendation**: either to implement the proposed design solution as a feasible option – or not, depending on your findings.

In a nutshell, a feasibility report **informs** the client **what** was investigated (i.e. a particular problem → solution), **how** you went about investigating it, and what the **results** were. It then **persuades** the client that, based on the facts you gathered, your **recommended course of action** (to implement or not) is solid, reliable, and trustworthy – and so should be followed!

Audience

Address the report to the **client** you addressed in the proposal assignment, Jarred MacLean, **UVic Recycling Manager**.

However, bear in mind that I am also one of your readers, so write for a **mixed technical and non-technical audience**. Use **Plain Language**: define technical terms as you go, compile a **Glossary** (part of the **Back Matter**) as needed. Proofread for errors and typos to maintain **professional standing** and **credibility**.

Attend to **Document Design**. Make the Report *look good*. Layout should be **professional**, **accessible**, and **reader-friendly**: not only attractive to the eye but clear and easy-to-follow.

Parts of the Report

Closely follow requirements for a Feasibility Report to meet learning outcomes and earn good grades:

1. Begin with an overview of **Client Context**
2. Provide a full **Problem Definition (Need, Goal, Objectives and Constraints)**
3. Follow up with a **Technical Plan**: briefly **describe** the proposed **design solution** you intend to research to remedy the Need
4. Next, present your **Methodology**: what you did to **investigate** the problem/solution, including the **questions** you asked and how you **gathered the data** to **answer** those questions
5. Provide a **Results** section, showing (but not yet interpreting!) the data yielded by your study
6. Offer a **Discussion** section which **analyzes and evaluates** the information, *interpreting* the data and drawing conclusions about the feasibility of your proposed design solution
7. Conclude with a final **Recommendation** based on your analysis of the data, directly advising the client how to proceed
8. End with a **Conclusion** that recaps the whole thing, ending triumphantly with a strong reiteration of your final recommendation, showcasing the **benefits** this will yield.

Supply each of the above **headings** in the body of the Report, using the **IEEE numbering system** you used for the Proposal assignment. This will enable you to do the following:

- Organize your material in logical, “digestible” chunks
- Make scanning for specific sections/ information easy
- Meet requirements laid out in the ENGR Coop Work Term Guidelines

In addition to the body of the report, you’ll also need to include the following **Front and Back Matter**:

- Title-page
- Executive Summary
- Table of Contents
- List of Graphics
- Glossary (*optl.*)
- References (IEEE Style)
- Appendices

For this assignment, include 4 sets of **Recorder's Documents**, one from each team member, plus individual and team **Worklogs** as part of the **Appendices**

Expectations for Teamwork

Please review course resources under **Module 5** on building team skills and meeting expectations for **collaboration**. As well as developing **procedural knowledge** on how to write a formal technical report, completing this assignment also prompts you to develop procedural knowledge on **how to operate effectively in teams**, a core learning outcome of the course, as well as a CEAB Graduating Attribute.

I am here to support you in this important learning outcome. Hence, if you find yourself experiencing **team difficulties** that you can't seem to resolve with reference to the **Team Charter** you create for Milestone 1, an important next step is to check with me. Approach me either individually or as a team as needed, and I will provide guidance to help the team resolve an unsatisfactory situation. Don't leave things till they're too late, hoping they'll magically "go away"—usually they don't. **Constructive intervention** is a "wise practice" option, whether in novice or professional teams.

The goal for this team assignment is for you to work together in a way that shares the workload **fairly and equitably**, so you can achieve a **team grade** – and hopefully enjoy a rewarding experience while doing so. But if a team shows evidence of uneven or inequitable teamwork by way of discrepancies in commitment, workload, and/ or behaviour, as indicated in team **paper trails** (e.g. Recorders Docs; Worklogs; Reflection Memos; Google Docs' tracking option), then individual grades can and will be assigned. Still, this should occur only as a last resort; the need to assign individual grades reflects some kind of failure in developing team skills and team cohesion, a learning outcome of the assignment and the course as a whole.

Milestones – 2% each

The Team Project Report, like most complex tasks, is best built in a step-by-step way. Ongoing Milestones will provide these steps. Complete each milestone for your report to count as complete — and to get valuable formative feedback for best results on this final course project

Milestone 1: Team Roles, Goals, and Bylaws (Feb 21-24): turn in Team Charter outlining team roles, a team goal, and expectations for how the team should operate.

Milestone 2: Task Analysis/ Workplan (Mar 3-5): establish a work schedule breakdown—a timeline (in the form of a Gantt chart)—that maps all the tasks you need to complete to generate Report 3 plus the accompanying Progress Report; when each task should be done by (starting backwards from the final due date for Report 3); and who will take on those tasks.

Milestone 3: Doc Design Template & Draft (Mar 11-13): create a "roadmap" of Report 3, complete with all headings, numbering system, and design choices in place and ready to go (e.g. font style and size; whitespace; colour theme; bullets; borderlines, etc.), plus a drafted Client Background **OR** Problem Definition.

Milestone 4: Progress Report Design Template (Mar 18-20): lay out your slides for the team presentation, complete with all headings and design decisions fully in place.

If you have any questions or concerns about the feasibility report, please check with me for guidance as needed

My role is to support your learning and help you do well