

PROJECT FINAL REPORT & MODEL

Notes on preparing Final Project Reports

- Pay attention to the length.
 - **Eight** pages (max) of report **body**
 - **Two** pages (max) of **appendix**
 - The **cover page** and the **Table of Content** (*not necessary*) are not counted in the 8+2 limit
 - If you have more charts and tables, leave them in your Excel file and refer to them in the report
- If a **user manual** is needed, include it as a separate document. You can **share** this with your **client**.
- Describe the **client** well. Who is it? What is the business? What is their size? Number of employees or revenue?
- Describe the **problem** as quantitatively as possible.
- Quantify **benefits** quantitatively as well: What is its **impact** in terms of **revenue**, **manpower** or **time** spent?
- If possible, include client **feedback** in the **appendix**.

Excel Model Guidelines

- **Protect** formulas. The client shouldn't accidentally overwrite formulas. Use cell protection + lock sheets.
- If a **password** is used, include it in the report so that I can test your model.
- Keep the number of visible sheets to a **minimum**.
 - One team used VBA to keep only the sheet that the client is working on visible.
 - Another team had a **Client-mode** and a **Dev-mode**
- Test your model on multiple machines, 64 bit, 32 bit, Windows, Mac. One team lost points for inadequate testing because the model failed to run on my machine (64-bit Mac OS).

See the Rubrics posted for more details.