1. Title page
   1. Title, team members, report date
2. Preface
   1. Briefly introduces the reader to the report. Includes subject, purpose, acknowledgements.
3. Table of contents
4. List of figures
5. Abstract or summary: A mini-report
   1. Summary is written last
   2. Excludes all the supporting materials
   3. Includes the objective, the approach, the results, and the conclusions and recommendations.
6. Main text
   1. Introduction
      1. Prepares the reader for easier comprehension.
      2. Helps the reader understand the purpose of the project, and should
      3. include:
         1. The subject
         2. Background information
         3. Purpose of the report
            1. Is this project relevant and informative to me?
         4. The scope of the project
         5. Plan of the development (organization)
   2. Body [Design work - Final design report]
      1. Product design specifications.
      2. Introduce the final design.
      3. Divide based on product functionally.
      4. Divide into assemblies and components.
      5. Show how components work together.
      6. Describe each component in detail
      7. Describe assembly, operations, safety, maintenance, and
      8. disposal procedures.
      9. Describe product development decisions in attachments.
   3. Conclusions and Recommendations
      1. Summarize the entire work
      2. State your conclusions
         1. strong and weak features of the design
      3. Make recommendations [if any]
         1. What did not work and what to do about it
         2. What aspects of design may need improvement
7. Back matter: Bibliography, appendix