



Electrical and Computer Engineering ECE3712 Electromagnetic Fields and Waves



Project Report Format

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Project reports are intended to document engineering analyses. In general, these reports have two audiences. One audience includes other engineers interested in how the analysis works and the other is management interested in the reasonableness of the analysis. A commonly used organization for design reports: *Summary, Introduction, Discussion, Conclusions, and Appendices*.

Summary

The Summary, sometimes called the *abstract* or *executive summary*, is a concise synopsis of the analysis, the motivation for having the analysis, and the results of the analysis. You should assume that the audience has some knowledge of the subject, but has not read the report. For that reason, the Summary should provide enough background so that it stands on its own

Introduction

The Introduction of a project report identifies the problem, the objectives of the project, the assumptions for the project, the alternatives analyses considered (if any), and the rationale for the selection of the analysis being reported. Also included is a description of the entire report.

Discussion

The Discussion presents the analysis itself, the theory behind the analysis, the problems encountered (or anticipated) in producing the analysis, how those problems were (or could be) overcome, and the results of any procedures used in the analysis. Note that this part usually consists of two, three, or four main headings for what would be a logical division for your particular design.

Conclusions

The Conclusions section summarizes the project, the work completed and assesses how well the project results meets the objectives presented in the Introduction. Note that if the project results do not meet the objectives, you should describe why the project did not succeed and what could be modified to make the project a success. Besides summarizing the work and analyzing

whether the objectives were met, the Conclusions section also gives a future perspective for how the project could be used to perform other analyses.

Appendices

In a report, Appendices often are included. One type of Appendix that appears in a project report presents information that is too detailed to be placed into the text of the text (for example, MATLAB code). For example, if you had a long table giving voltage-current measurements for a circuit, you might place this tabular information in an Appendix and include a graph of the data in the text of the report. Another type of Appendix that often appears in project reports presents tangential information that does not directly concern the objectives of the project.

If the Appendix is formal, it should contain a beginning, middle, and ending. For example, if the Appendix contains tables of test data, it should not only contain the tabular data, but also formally introduce those tables, discuss why they have been included, and explain any unusual aspects that might confuse the audience.

Format

The project report should be formatted using a standard *12 point font* such as Arial or Times New Roman, single spaced, with 1 inch margins top and bottom and 1.25 inch margins on the left and right side. Use non-indented paragraphs, a space between paragraphs and bold 12 point font section headings. The title of the report should be in non-bold 16 point font with your name in non-bold 12 point font and email address in non-bold 12 point italic font. The pages should be numbered (but not on the first page) in the upper right hand corner. A single staple in the upper left hand corner secures the report. Except for the staple, the discussion here is produced in this manner.