

Kennesaw State University

College of Computing and Software Engineering

DEPARTMENT OF COMPUTER SCIENCE

Report Format for Assignments/Projects

Updated August 2022

Every submission must use a report structure. The general structure of a report follows; not all parts of a report are relevant for every submission. Every one of these parts must be included as a section in the report and must begin with a subtitle/header.

Not all sections apply. The file name of the report must include the course number, section number, your name, content name.

- Title page
 1. Name of the institution
 2. Name of the College
 3. Name of the Department
 4. Course number (prefix and number), course name, and section number
 5. Title and number of the submission
 6. Name and e-mail address of the person who wrote the report
 7. Date
- Report Content
 1. Initial problem statement
 2. Summary and purpose of the report/assignment
 3. Detailed description of the solution used in the assignment or project
 4. Table or list of input data and results.
 5. Limitations of the above specification and design of the system (optional)
 6. Discussion of how the solution can be improved and extended. (optional)
 7. Comments and Conclusion.
 8. List of references (include sources consulted such as: textbooks, journals, WebPages, etc.).