

CREATIVE PROJECT DESIGN I AND II

Report Format

The Creative Project Design Report must adhere to a strict set of formatting requirements (including font typeface, spacing, margins, page numbering, and heading names). Your project advisor will tell you what sections are required for your Creative Project Design I Report that is handed in at the first semester's poster competition. **Two copies of the final Creative Project Design II Report must be handed in to your advisor at the second semester's poster competition.**

| PAGE | SECTION | DESCRIPTION |
|-----------------|----------------------------------|--|
| | Certificate of Completion | <i>Required</i> – This form is signed by the appropriate faculty member, and indicates that the project was completed satisfactorily. |
| | Title Page | <i>Required</i> – Includes the Title; Authors; Date; Faculty Advisors; Industrial Advisors |
| <i>ii</i> | Dedication | <i>Optional</i> – Feel free to dedicate your paper to a special individual (not necessarily a technical guide or helper) who provided moral support or who gave you inspiration to complete the paper. |
| <i>iii</i> | Acknowledgments | <i>Optional</i> – Use this section to thank those who provided any technical assistance. Make sure you are careful to include all who provided you with help. |
| <i>iv</i> | Table of Contents | <i>Required</i> – Include the name of each section/subsection and the page number. |
| <i>v</i> | Authorship Page | <i>Required for Team Projects</i> – Format is exactly the same as the table of contents with the exception of the page column being replaced by the initials of the individual(s) responsible for that section. |
| <i>vi</i> | List of Tables | <i>Required</i> – Includes table number and captions along with page number. |
| <i>vii</i> | List of Figures | <i>Required</i> – Includes figure number and captions along with page number. |
| <i>viii</i> | List of Symbols | <i>Required</i> – Includes all symbols along with their names. |
| 1 | Abstract | <i>Required</i> – An abstract summarizes the results of the exercise. It must clearly and concisely (1 page maximum) describe <i>what you set out to do and what you did</i> . It is not just a restatement of the problem. Thus, it generally cannot be written until the rest of the report is finished. |
| <i>variable</i> | I. Introduction | <i>Required</i> – This serves to define broadly the original problem statement as given and motivates what follows. You should also state the significance of your work. |
| <i>variable</i> | II. Background Research | <i>Required</i> - This should be a thorough and extensive discussion of all you have learned about the general background of the problem. This includes, but is not limited to, discussion of existing designs and their limitations, results of surveys, limited calculations to investigate feasibility, patent searches, literature searches, references etc. In short, you will report what you have learned about the relevant topics of concern. The background research is necessary to fully define and understand the problem, after which it is possible to restate the goal in a more reasonable and realistic way than in the original problem statement (next section). |
| <i>variable</i> | III. Goal and Objectives | <i>Required</i> – The goal is a clear, concise restatement of the problem based on the background research phase. The objectives are clear and concise statements of what is required to accomplish the goal. |

| PAGE | SECTION | DESCRIPTION |
|----------|---------------------------|--|
| variable | IV. Design Process | <p><i>Required</i> – This section must contain the exact steps of the design process. Each step should have its own sub-section. It must contain the following sections:</p> <ol style="list-style-type: none"> 1. Problem Statement 2. Functional Specifications 3. Proposed Designs 4. Analysis of Final Design 5. Testing and Implementation of Final Design <p>See the design process description after the report format for specifics.</p> |
| variable | V. Discussion | <p><i>Required</i> – Review your work and suggest improvements and ideas about what you could have done differently. Make suggestions for future improvements. Cover aspects of your project that your team did not have the time or resources to accomplish.</p> |
| variable | VI. Conclusion | <p><i>Required</i> – Provide a general overview of the work and summarize the significant contributions.</p> |
| variable | VII. References | <p><i>Required</i> - This section will contain <u>every reference</u> that you cited in your report. Each reference must contain the authors, title, publisher, and publication date.</p> |
| variable | Appendices | <p><i>Required</i> – An appendix means an "add-on". This is the repository for all data or information which are useful but would otherwise interrupt the flow of the report if included in its body. Examples of items belonging in the appendix are: computer programs or extensive printouts, catalog information, mathematical proofs or derivations, extensive test data, facsimiles, etc. Reference must be made in the report to all material which is in the appendices. If it is not referenced or discussed, it should not be there! It is then just filler!</p> <p>The following items are required in the Appendix:</p> <ul style="list-style-type: none"> Appendix A: Health and Safety Considerations Appendix B: Economic Analysis Appendix C: Environmental Considerations Appendix D: Maintenance Considerations Appendix E: Manufacturability and Sustainability Appendix F: Ethical Concerns Appendix G: Social and Political Concerns Appendix H: Engineering Standards Appendix I: CP I and CP II AAME Project Presentation Day Posters Appendix J: CP I and CP II Gant Charts Appendix K: Drawings (If greater than C-size, they should be folded and inserted into plastic sleeves.) <p>Note: If a project does not address certain items in Appendices A-H, the appendix must be included and a short reason must be stated why it is not applicable to the project.</p> |
| variable | Vita | <p><i>Required</i> - A one page biographical sketch listing <u>only</u> your technical background (one for each team member).</p> |

Exception to Report Format

Project teams that participate in a competition that has another required report format do not have to follow this report format.