

Report Style Guidelines - Combination of Proposal and Project Report from textbook.

1. Executive Summary:

Same sections as the report. Abstract and highlight key content of the report.

2. Table of Contents, Lists of Figures and Tables.

3. Introduction.

3.1 Purpose

3.2 Problem Statement

3.3 Scope – aim for what is reasonable and possible for 582 + 68x schedule

4. Background, Market Research, Requirement Specifications

5. Design Approach.

5.1 System Design

5.2 Analysis and Evaluation

5.3 Some Detail Design

6. Statement of Work.

Separate Tasks into 3 categories: a) 582 tasks, b) 68x tasks, c) beyond 68x tasks

7. Resources.

7.1 Personnel

7.2 Facilities and Equipment

8. Schedule and Costs.

9. Design Review Strategy.

Briefly list some support for your System Design structure and Detail Design emphasis, in case they would be questioned in Design Review.

A... Appendices, if necessary.