

OREGON INSTITUTE OF TECHNOLOGY
Mechanical and Manufacturing Engineering and Technology
Project Final Report

The Final Report will be a technical paper detailing the design program. It will document the entire project including planning, design, prototype construction and testing as appropriate. This report will present your work to other engineering professionals. It will explain what you have done and inform others engaged in similar projects of your results and allow them to easily extend your work.

Abstract. Very brief (one paragraph) description of project and results.

Introduction. Include the 1) project relevancy, 2) project purpose and audience and 3) scope of the report (a paragraph summary of the parts of the report)

Background. (Note: if not extensive, your background can be a level 2 heading under the introduction.) Include information to inform a manager or another technically competent engineer about the background and broad perspective of your project. For example, for some projects this background might mean explaining a competition event and what previous teams have accomplished. For another project, this background might mean explaining how the industry production works for the product your team is improving and how your team's improvement fits within this overall picture.

Project Work Description. Logically document the work your team has done. This may be chronological, by physical sections, or other orderly presentation scheme. You can organize this section based on your analysis and testing reports or other logical means. The key is to show how your team approached the "problem" and to document how your team did the work. Use this section to provide management-level detail and refer your reader to appendixes for extensive technical detail. (This is a technical report documenting the engineering work you've done. Not including "extensive technical detail" means exclude blow by blow algebra, detailed data reduction, etc. It does not mean leave out technical content.)

Project Results. Compare the project criteria from the proposal to the end outcomes of the project.

Project Management. Document clearly how the project was planned, and how it was managed and tracked. Document what worked, what did not, and the lessons learned.

Conclusions

References. Use APA format.

Appendixes. Include the necessary technical reports and details for others to recreate or build on your team's work.