

OREGON INSTITUTE OF TECHNOLOGY
Mechanical and Manufacturing Engineering and Technology

Project : Analysis Report

Analysis done related to a design project must be documented. It is essential to keep this in an understandable form. We need to assume that someone will need to review and use these calculation in the future when those involved in the original work are no longer available.

An Analysis Report will be prepared for each analysis done in a design project. These reports will contain the following sections and follow this format.

Title	Descriptive title of the analysis.
Date	Date analysis was finalized.
Names	Name of principal author(s) and name of reviewer(s), both with signatures.
Description	A description of the problem being addressed. This will include details of the problem, the analysis used, and the basic assumptions made.
Results	Summary of the conclusions and results reached. This will include enough information to apply the results without going to the detailed calculations.
References	Reference section listing all work needed, outside this report, to duplicate the analysis.
Analysis	Detailed solution of the problem. This will follow the given/find/solution format and present a clear and understandable solution. References will be included for all analysis methods, equations and properties used.

The first sections, Title through Results, will be typed in a report format. It is preferred that figures, graphs and equations in this section will be done on CAD or a word processor. The analysis section may be hand written in a very neat and presentable form. This section, if hand written will be done on engineering paper. Figures in the analysis section may be hand sketches or, if easier, CAD figures taped to the engineering paper.

All references needed to duplicate the analysis will be included.

If appropriate, a CD may be included with the report. This could include drawings, programs, spreadsheet files, etc. If included, the report will indicate in detail what is included on the disk. The disk will be enclosed in an 8 1/2" x 11" pocket designed to hold CDs, this so it stays with the report and is not lost.