

OREGON INSTITUTE OF TECHNOLOGY
Mechanical and Manufacturing Engineering and Technology

Project : Testing Report

Testing 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 results in the future when those involved in the original work are no longer available.

A Test Report will be prepared for each experiment done. These reports will contain the following sections and follow this format.

| | |
|-------------|---|
| Title | Descriptive title of the experiment. |
| Date | Date analysis was finalized. |
| Name | Names of those involved in the experiment. Also, the name of principal author and name of reviewer, both with signatures. |
| Description | A description of the experiment. This will include why the experiment was undertaken and a brief sketch of the experimental set-up. |
| Results | Summary of the experiment with conclusions. This will include enough information to understand and use the results without going to the Data section. |
| References | Reference section listing all material needed, outside this work, used in collection and analyzing data. |
| Data | Presentation of the raw data and data reduction. References will be included for all analysis methods, equations and properties used. |
| Equipment | A description of the equipment used. Including standard and special equipment. A sketch of the equipment set-up should be included if appropriate. (Include Appendices if appropriate.) |

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 Data and Equipment sections may be typed or hand written in a very neat and presentable form. If hand written these sections 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.

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.