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


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.


Discuss any Issues, Ideas, or Suggestions that came about from any Review, either in your Presentation or other review meeting. Consider briefly listing some comments on your present System Design structure and Detail Design emphasis, in case they would be questioned in a future Design Review.

A… Appendices, if necessary.