Final Report Guidelines

1. Cover letter indicating briefly what document you are handing in, what the project is about, and the duration of the project.

2. Front page describing the title of the project, who prepared and for whom it was prepared the report. Other information that permits the identification of the document such as the name of the institution and date.

3. Abstract consists of a brief summary about the project.

4. Acknowledgements (if desired).

5. Table of contents indicating sections and subsections and the location within the document (page number). List of figures describing their labels and page where they are located.

6. Executive summary consists of a more detailed description of the project and may consist of 1 or 2 pages.

7. Introduction section that formally describes the previous work done on this topic and a summary of the work performed during this semester.

8. Methods and tools section describe how the project was carried out. You may include subsections to provide a clearer description of individual items.

9. Results section describes what results have been obtained so far.

10. A section on Budget explaining how much it has been spent and what remains to be bought.

 11. A time line diagram that indicates what activities the team has worked on and what remains to be done.

12. Conclusions and future work includes what remains to be done, and what is expected out of this project for next semester.

13. References indicate what literature research was done prior and during this first semester.

14. Appendices may contain code listing, experimental data and/or numerical results (in the form of tables or figures), resumes.