

SCHOOL NAME

COURSE NAME

Technical Report

Topic

Your name (or team members)

Start of project date

(Good spot for a picture. Could be a photo of your final project/product or online image)

Submitted to: Instructor's name goes here

Submitted by: your name (or team member names)

Submitted on: Insert date of submission

Team # : Names of Team Members1

Table of Contents

Heading	Page

Abstract/Introduction

The abstract is an introduction to your report and to tell the reader what you did.

- What was your original goal
- What process did you follow to complete this document
 - a. Explain the steps of this process
- What was the outcome of this activity

Problem Statement

- What did you identify as your problem?
- Develop a preliminary, formal problem statement

Goals Set

- Announce your goal and explain your reasoning behind your goal
- Act as focal points throughout process

Research

- All problem aspects explored with good, reliable background information
- What information is needed
- Best sources for information
- Organization is key
- What Info is needed?

Brainstorming

- Generate Creative Ideas
- Develop as many creative solutions to the problem addressed as possible
- Great spot for detailed sketches from engineering notebook. Take pictures of engineering notebook and insert into this document

Design/ Plan for Construction

- Analyzing Possibilities
- Bigger detailed sketches here maybe?/ Engineering drawings by hand or CAD models (parts, assemblies, drawings)

Build/Developing your Final Design

- Construction is happening here. Photos showing this process would be good.
- Describe the process
- Calculations might be present

Testing

- Allows for comparing and evaluating against established criteria and goals
- Redesigning takes place here. Why did you need to modify?

Analyze/Reflect/Evaluate/Conclusion

1. This is your conclusion to your experiment/activity.
 - a. How did the activity go?
 - b. How well/not well did the team execute the activity?
 - c. Why was your structure successful/unsuccessful?
 - d. What improvements could you make?
 - e. With those improvement,
 - f. What do you think you learned from this activity?

Appendix/References

- Gantt Chart
- Cost Analysis (if applicable)
- Work cited