

## DESIGN PROJECT REPORT GUIDELINES

Each report should contain the following sections, in the order given

### TITLE PAGE

*Include title of project, names of group members, month and year of report*

### ABSTRACT

*Summarize the entire report in one page*

### TABLE OF CONTENTS

### INTRODUCTION

*Describe how this device will solve a problem or meet a need.*

### ENGINEERING REQUIREMENTS

*Specify the requirements that guided your design. Explain the criteria and constraints.  
Discuss the research you did to determine this information.*

### DESCRIPTION OF DEVICE

*Use your layout drawing to describe what the device will look like and how it will function.  
Identify subassemblies.*

### DESIGN FEATURES

*Organize this section by assembly and part. Give the following for each assembly and major part.*

#### Design Criteria

*State the criteria to be met for this part.*

#### Design Features

*Describe, and illustrate, the part, giving overall dimensions, materials, etc*

#### Design Analysis

*Describe the analysis you did to verify that the part will meet the design criteria.*

#### Design Alternatives

*Discuss the alternative approaches to meeting the design criteria.*

### APPENDICES

*Include helpful, but non-essential information, for anyone who may be interested in carrying out a similar project. Some ideas:*

*Catalogs and information sheets*

*Detailed calculations*

*Any other useful information, contacts, references, etc.*

Assume the reader is a mechanical engineer with a BS. Do not assume that the reader has a complete set of working drawings.