

Guidelines for Final Report, Presentation, Demonstration, and Poster Session

Revision 0

Final Design Report

Your Final Design Report should include the following:

1. Cover Page – Project title, group name and names of group members
2. Project Abstract – Give a brief summary of what your project is about. (The abstract should be **on** your cover page.)
3. Table of Contents – Give the starting page of each subsequent section
4. List of Tables and Figures – Give the starting page of each table or figure. You must have a **least one figure**: a block diagram of your system. Figures and tables are very valuable. All tables and figures must have captions and be referenced in the body of the report.
5. Project Features/Objectives – Explain all the features that your project will have and/or what objectives your project will meet.
6. Analysis of Competitive Products – Show what else is out there that solves the same problems your project does. Include what is good and bad about each product.
7. Concept/Technology Selection – Describe why you are choosing to implement your project in the way that you have chosen. Describe the concepts and technologies that you are choosing and explain why you didn't choose other concepts or technologies.
8. Project Architecture – A high level description of how the parts in your project work together. Include your block diagram.
9. All schematic diagrams and layouts.
10. Flowcharts & Diagrams – Make sure you include flowcharts and diagrams to help you explain how you will realize your features and obtain your objectives in both hardware and software.
11. Detail the separation of the work of the project clearly between members of the group so that each person has specific responsibilities.
12. User Manual (if necessary) – Explain how to use your device.
13. Bill of Materials (BOM) – Include a list of the materials you used and the price of those materials.
14. Gantt Chart / Project Schedule – Include an **updated** Gantt Chart that shows the major and mid-level steps used to complete your project.
15. Table showing Division of Labor.
16. Appendices – Do **not** include source code, but include important simulations, experimental setups, and any other information important to your project but too cumbersome to presented in the main body of the report.

Guidelines for Final Report, Presentation, Demonstration, and Poster Session

Revision 0

Final Design Report Presentation

(Time limit will be specified, and is based on the class size.)

From the material in your Final Design Report, put together a **PowerPoint** (or equivalent) presentation that you will present to the class. Make sure you clearly explain what you did in your project (and how it might be extended and improved). All fonts should be at least 20-point so that they can be read from the back of the classroom. Be careful with your use of colors so that all information is clearly visible.

Final Project Demonstration

(Time limit will be specified, and is based on the class size.)

This event is the official final demonstration of your project to the faculty and TAs, and is the most critical component in the course with regard to your final grade. You will be asked to give detailed job responsibilities of each of the team members. The faculty and TAs will ask probing questions about your project.

Poster Session

Make a poster, demonstrate your project, and win a scholarship (and add a great line for your resume)! During this event you will present your project to many guests, faculty, other students, and VIPs. Several of these people will be judges who will determine who will win the prize money. You must have a poster explaining all of the salient details of your project. Do not put too much information on the poster; just highlight the important aspects; schematics and block diagrams are important. Extra posters can be found in the senior design lab; use these to find examples, or recycle them to use for your own project.

You can get a very large printout for your poster at the the Architecture Computer Lab (room 118 of the Architecture Building) for **only \$3!** (If you get a printout made, you will still need to mount it to a poster.)

The **Poster Session and Demonstrations** is **required**, even if you have already successfully demonstrated your project earlier or even if your project is not yet functional.