EIND 499
Assignment 9: Final Project Report
Due 30 April

The main deliverable for your senior design project will be the final written report. Three bound copies of the final report are due at the final class meeting on the Monday of finals week at 4:00. The final copy of the report should also include a signed letter of transmittal to your client.

The IE faculty will keep two copies of your report for assessment purposes, and mail the third copy to your client with your letter of transmittal.

The report narrative should summarize the project goals, problems addressed, the team’s approach, findings, and recommendations in enough detail to convince your client and advisor of the merit of your work. The details of your analyses and designs should appear as items in well-organized appendices.

The report shall follow good technical writing conventions, and conform to the standard rules of English grammar and spelling. You are strongly encouraged to use the Engineering Communications Toolkit as a reference for formatting best practices. Specific formatting requirements are as follows:

- One-inch margins on top, bottom and sides.
- Single spaced paragraphs, with double-spacing between paragraphs.
- Left justified.
- Section and subsection headings as appropriate.
- Page numbers at the bottom center of each page (including appendices).
- Labels for all tables and figures, with appropriate numbering.
- Complete reference information in the citations.
- Complete table of contents and list of figures and tables.

Reports will be evaluated using the final report grading rubric, made available on the course