ME 195A Final Report Format

NOTE: Here are some guidelines for preparing the Final Report. Some modification and flexibility is allowed to suit individual projects. The seminar presentation on Report writing, along with these guidelines should be sufficient for preparing a profession final report.

CONTENTS for the report:
1. Title Page
2. Executive Summary
3. Acknowledgement
4. Table of Contents
5. Nomenclature (if applicable)
6. List of Tables (if applicable)
7. List of Figures (if applicable)
8. Introduction
9. Methodology
10. Results and Discussion
11. References
12. Appendices

1. Title Page

Use Font 20 Bold - Times New Roman

Box size 5 x 5 inches or larger

Team Members: 1.
2.
3.

Mechanical and Aerospace Engineering Department
San Jose State University
Month XX, 200X

Isometric View
Or
Photograph of the Structure
For the report, use the Times New Roman, regular Font 12, 1.5 spacing for all the main text (except the titles, Tables, etc.).

2. Executive Summary: One page, 1.5 line spacing. Summarize the project objective, procedure, the results obtained and their discussion. As a minimum, include the followings (without using the titles, they are given here for clarity):

a. Objective: State what exactly was your objective and the final product

b. Introduction and Product Background: Describe the need, intended users, state of the art, and the design concept.

c. Design Specifications: Expected loading, materials, geometry and key dimensions, parts and components, fabrication and manufacturing methods used, specific requirements, test and evaluation conducted.

d. Design Constraints: Weight, cost, quality, environmental concerns, liability and safety, etc.

e. Design Criteria: Strength, Dimensions, Performance, Human Factors, Costs, etc.

f. Summary and assessment of the finished product

g. Conclusion and future-work recommendations.

3. Acknowledgement: Acknowledgement to your sponsors and people who mad any contributed in completion of your project.

4. Table of Contents: Follow the example of Table of Contents given in one of your text books. See ME 160 Text by Logan for an excellent format.

5. Nomenclature (if applicable): This may not apply to all the projects, but if does, use one of your textbooks for the format.

6. List of Tables (if applicable): This may not apply to all the projects, but if does, use one of your textbooks for the format.

7. List of Figures (if applicable): This may not apply to all the projects, but if does, use one of your textbooks for the format.

Introduction
8. **Methodology:** Design Synthesis – list all options considered in the design and manufacturing and give reasons on how final decisions were made. Also provide the following:
   1. Market Survey
   2. Design Analysis: CAD, FEA, other tools
   3. Solid models/photographs of the product
   4. Bill of Materials
   5. Purchased parts: catalog no., cost, and vendor location
   6. Fabrication Method: Hoe parts were produced – in-house?
   7. Function and performance tests and evaluations
   8. Comparison of specifications and end results

9. **Results and Discussion:** Discuss the result of final outcome and summarize the achievement for the semester, project management by the team, suggestions for further improvement, etc.

10. **References:** List all the reference material used in the project. Use a standard format of Reference, using one of your textbooks.

11. **Appendices:** Include a complete set of parts and assembly drawings, Vendor brochure/catalog, Sample Calculations, Raw data, etc.