

TECHNICAL REPORTS

Purpose

- Design proposal
- Summary of project results
- Annual report

Who is your audience?

- Prospective buyer
- Technical Advisory Board
- Internal Review
- Community Groups

Keys to Preparing a Technical Report

- Organization
- Proper spelling and grammar
- Avoid awkward language
- Be affirmative in your conclusions
- Avoid redundancy
- Appearance!
- Make sure to edit

TECHNICAL REPORT SECTIONS (1)

Title Page

Title

Prepared by:

Prepared for:

Date

Table of Contents

Outline of study

Page numbers

Section numbers

List of Figures and Tables

Title of Figure or Table

Page number

Executive Summary (Abstract)

Concise summary of important elements

Sometimes written for layperson

No longer than two or three paragraphs (one page)

1. Introduction

Describe situation under investigation

Succinct statement of problem

2. Relevant Background

Literature search

Past studies

3. Methodology

Process used in developing solutions

Assumptions

Equations, Charts, Graphs, Tables

TECHNICAL REPORT SECTIONS (2)

4. Alternative Solutions

Describe possible solutions
What it is and how it works

5. Final Design Solution

Detailed description of preferred solution
Drawings
Specifications
How was this solution chosen? Decision Matrix
Supporting data
Economic evaluation

6. Conclusions

Does the final design meet original design goals?
Should the final design be implemented? Why?
Risks

7. Recommendations

Considerations when implemented
Future work
How could you improve the design?

8. Bibliography (References)

Reports, books, journals
Personal references
Internet sites
Include everything

Appendices

Any relevant material to the formulation of designs
Supporting documentation
Material too long for main body of report