

TITLE OF REPORT

1. **Situation**

Describe the problem or opportunity that you have identified. Double space your text in the report. This can be formatted in the word processor. Choose a legible font that is easy to read (12 point)

2. **Design Brief**

a. **Brief**

Describe what you are going to design and build.

b. **Constraints**

(1)

(2)

(3) *This is a list of constraints that limit your design and construction. This could include tools, materials, features and shapes. A timeline for the project should be added here.*

c. **Performance Specifications**

(1) *This is a list of specifications that describe how your design will perform.*

(2) *Etc.*

3. **Investigation and research**

This is where you chronicle the research you made in looking for information on the tools, materials, design ideas, survey results, themes, etc. for your design. This information should be attached as appendix 1.

4. **Generation of Solutions**

This is where you come up with possible designs. This is can be done as brainstorming and/or by sketching samples of your ideas. These would be attached as appendix 2.

Your Name
The Date

This can be set up in your word processor header.

5. Choosing the best Solution

This is where you determine the design that you will develop and build. This could be in the form of a market survey, questionnaire and/or attribute matrix. You should state the reason for the design that you select to develop.

6. Detailing the Design

This is a working drawing (usually Orthographic Projection) that shows all details of the project with dimensions. This should also contain a cutting list of all parts.

7. Construction

This is an ordered list of the steps you took to build the project.

8. Testing and Evaluation

a. Testing

This is where you examine your completed project and see how well it performs the tasks it was designed to do.

b. Evaluation

This is where you explain how well the project meets the constraints and performance specifications listed earlier. You can make up for mistakes made during construction by listing them here and offering improvements to the design/build process. Compare your project with the Constraints and Specs. Then, state what worked state what didn't work and what you would do differently next time.

Your Name
The Date

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