

Oakmont Regional High School

Technical Report Format

This entire report needs to be written in paragraph form unless directed otherwise. The subheadings for each section are bolded and underlined in this handout. You must include these sub headings in your report or you will be penalized 20%.

Introduction

- Your Name, Grade
- School (comprehensive high school)
- Location
- Class title, sequence of course
- Are you working individually, or in teams?
- Any expectations you had at the beginning of the project

Identify Project or Problem

- How was the project introduced to you?
- Come up with a single statement of the problem or project

Create & Design Brief

- Reference the problem
- Bullet conditions or specific requirements
 - Examples:
 - material limitations
 - time limitations
 - functionality
 - power requirements
 - etc...

Research and Investigation

- What sources did you use in research?
- What lessons did your teacher give?
- What experiments did you do to figure out ideas if any?
- List Internet sites and books used as reference

Generating Alternative Solutions

- List & describe ideas that you came up with to solve the problem
- Interject drawings if available
- Alternate ideas need not be the whole project sub system idea can be addressed
 - Examples:
 - power systems
 - steering systems
 - control systems