

# Senior Design II Project Documentation Guidelines

Your Senior Design II documentation should conform to the following guidelines, but should have additions or deletions where appropriate for your specific project case:

**Format:** Failure to adhere to the format stated below may result in a final grade reduction.

1. The document should be of professional appearance, with a non-paper cover and bound. Notebooks or ring binders are not permitted.
2. The length has a minimum of ninety originally authored pages for a group with three members and one hundred and twenty originally authored pages for a group with four members. Even though the document has multiple authors the document must be uniformly and consistently formatted, such that it appears that it was written by a single author. Page count begins with the Executive Summary, which must be shown as page 1. Pages prior to the Executive Summary, such as the title page and table of contents, must be shown using lower case roman numeral. Appendices can be of any length but are not included in the page count. Preface pages, table of contents and other similar pages are not included in the page count.
3. Paper size must be 8.5" x 11", with 1" margins on the top, right, and bottom of each page. The left margin may be 1.5" for binding. The paragraphs are to be fully justified (both left and right sides). New paragraphs may begin by indenting the line or by not indenting but leaving a space. However, DO NOT do both. The body font must be Times Roman, Arial, Helvetica, or be approved by the instructor with a font size of 10-12 pts. Heading fonts can be no larger than 20 pts. The document must be single spaced and printing can be single or double sided. Color printing is optional and left to the discretion of the groups.
4. Any supplementary material, such as CDs or diskettes must be attached in a sound manner.
5. The appendix must contain written authorization (emails, letters, or explicit permission citations) for rights to include or use copyrighted content.
6. All copyrighted contents must display the content's origin or author, and an appropriate phrase such as "reprinted with permission."
7. All elements of the document which support the written text, such as figures, table, illustrations, code segment, charts, etc., must be cited in the body of the text, and the citation must appear before the element is shown. Supportive elements can not begin a chapter, section, or paragraph. All supportive material must be captioned, which include the element name and number and a description. If the element is not authored by you, the caption must contain wording identifying that you have permission to use the element. The actual permission authorization must be included in the appendices.

**Content:** Please include all content relating to the goals and objectives, specifications and requirements, research, design, prototype construction, testing and operation of your final senior design project.

1. Cover page with title, group number, team members, date, semester and any other relevant information, such as participating organizations and sponsors.
2. Executive summary: An administrative and technical abstract, which includes a brief description of the project, the project objectives, and the technical approach. This is really an overview of 3A, 3B, 3C, and 3D. This is page number 1.
3. Technical content (This is NOT an outline, just a list of what needs to be included) -
  - A. Introduction: Identification of the project and its significance, motivation, background information, conceptual diagrams intended to aid in the understanding of the project, etc. (mostly text).
  - B. Project Definition: Technical objectives, goals, specifications, and requirements (mostly text and numbers).
  - C. Research: Investigations, similar projects or products, technology, parts, development environments (text, numbers, tables, charts, figures, diagrams).
  - D. Design: Theory of operation of system hardware and/or software detailed design content (text, numbers, tables, charts, figures, diagrams).
  - E. Explicit Design Summary: Cover the Theory of Operation of hardware and software with schematics and software diagrams.
  - F. Prototype Construction: Content related to building and testing of the project. Include needed facilities and equipment, PCB, etc.
  - G. Project Operation: Describe the correct operation of all functions. This is the "owner's manual" section.**
  - H. Personnel: Project team content.

- I. Consultants, subcontractors, and suppliers (mostly text)
- 4. Administrative content -
  - A. Budget and financing (text, numbers, tables, charts, figures, diagrams).
  - B. Milestone chart for all activities related to the project
- 5. Project Summary and conclusions.
- 6. Appendices.
  - A. Bibliography
  - B. Copyright permissions
  - C. Data-sheets (if necessary)
  - D. Software (if necessary)
  - E. Other
- 7. Due date: See end of semester instructions. Documents submitted late will receive a one letter grade deduction in course grade for all members of the group.