**Cornell Cup**

**Final Report Recommended Outline**

Below is a potential outline for the final report. You are not required to follow this outline but you can use this outline as a starting point for organizing your report. If you use this outline however, make sure that you continue to develop this outline with details about your own specific project.

* Title Page & Table of Contents
	+ Not counted towards total number of pages
* Challenge Definition Restated
* Project Solution Updated
	+ Customer Value Proposition, (aka CVP), describe how your project meets the originally defined challenge
	+ Highlight any changes that were made from the original proposal and why
	+ Summary of key technical elements as they combine to create the overall product and desired functionality (specific details on how these technical elements work can be included within the Technical documentation)
* Product Performance Evaluation
	+ Discussion of how well your project performed, focusing mainly on the performance measures that target the challenge needs. (Component performance measures do not all need to be discussed but can be discussed here or possibly in the technical documentation section instead)
		- Appendix of all performance measures, this performance measure information can be repeated within the main report discussion as well
			* Should be in as easily an interpretable form as possible
	+ Discussion on reliability, robustness of design, and potential failure modes with likelihood and severity
* Technical Documentation that would allow a new student to be able to recreate your project
	+ Reader must be able to understand why various methods, equations, procedures were chosen, not only what technical calculations and decisions were made.
	+ May include: Decision Matrices, Key wiring diagrams, UML diagrams, Functional Flow Diagrams, Interface requirements, etc.
* Project Execution Performance Evaluation
	+ TimeLine Updated
		- Commentary on the adjustments from the application, significant bottlenecks and re-arrangements that made the project more efficient, how unexpected results or other happenings affected the timeline
		- Complete project timeline in an appendix
	+ Budget & Expenditure Justification
		- Complete Bill of Materials for final product (in an appendix), parts highlighted in main final report
		- Complete list of all expenditures
		- List of all sources of funding and other resources
	+ Process Understanding: Describe what was the value you saw out of the different parts of the process
* Recommendations and Next Steps
	+ What are the recommendations & next steps and how they improve current functionality, add new functionality or increase robustness, etc.
	+ Estimate what resources (equipment, time, skill sets, etc) would be needed in order to potentially achieve these recommended next steps
* Nomenclature Glossary
* References
* Acknowledgements
* Survey Responses
* Appendix