Design Report Components

Letter of Transmittal

- Addressed to sponsor, interested parties
- Says “here’s an (interim, final) report on the XYZ project

Cover Page
Title, Authors, Contact Info, Logos

Front Matter

Table of Contents
Make it easy for people to find things
  - For headings, look at the Report Body section below

Executive Summary – ½ page
A short, powerful synopsis
  - Intro sentence: what you are designing
  - Needs -> Features of solution -> Benefits
  - Pivotal technical and business merits

Report Body

Background – ½ page
- Motivation for the work
- Identify the need
- Describe the expected benefits

Problem Definition – 1 page
- Goal(s) and deliverables
- Specifications & constraints

Project Plan – ½ page
- Tasks and schedule
- Team responsibilities

Concepts Considered – 3 pages
- Original ideas + those derived from other sources
• Quantitative data or measurements

**Concept Selection – 1 page**
  • How did you arrive at your final selection?
  • Include morphological charts, decision matrices

**System Architecture – 2 pages**
  • Describe the conceptual design – justify continued development
  • Describe the components and how they are integrated
    • Highlight novel features – your “value added”
  • How does each major component satisfy a requirement
  • Provide quantitative results from tests or analysis

**Future Work – ½ page**
  Recommendations for continued work
  • Features that didn’t find their way into the current design
  • Estimate size and duration of the required effort

**Appendices**
  Supporting documents to long or detailed for main body
  • Calculations, drawings
  • Computer programs
  • Large tables, figures
  • Vendor data sheets