

Outline:

Cover sheet

Table of Contents

Executive Summary

Introduction of project idea

Main body with detailed project description

Conclusion/Final statement

Bibliography

Appendix

Formal structure and layout:

1 - Structure:

Cover sheet:

Project title, Name of university, Name of students, address, semester, date

Executive Summary:

A summary statement designed to provide a quick overview of the full-length report on which it is based.

Appendices (photos, graphs, tables, etc.)

2 - Layout of the report:

- Maximum of 20 pages
- Font: Arial 12
- Line spacing: 1.5 lines