

ISyE 4105 DESIGN II

Summer 1998

Guidelines for Final Report

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Cover Page:

- Team number
- Team member names
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Project Summary Provide a one or two page overview of the project intended for higher level executives who are interested, but do not have time to read the whole project report.

Introduction Description of the organization. Where is the organization's headquarters? What kind of business is the organization in? How many people does it employ? Other measures of size, for example annual revenues, market share, annual profits, etc. Similar information about the department you worked with directly.

Problem Definition Describe the problem symptoms. Be as specific as possible; for example, if you have data to back up the problem description, give the data. That is, you should provide quantitative evidence of its magnitude and significance whenever possible. Again, be careful to describe a problem, not a solution. If the problem turned out to be different from what was initially anticipated, describe what was originally perceived to be the problem, as well as what the problem turned out to be.

Objectives Describe the objectives of your project. Specifically include a detailed description of the deliverables that you identified in your proposal. These may include a computer program, database, problem solving method, a prototype and/or specifications. Also give the anticipated benefits to the company that you estimated in your proposal. Again, be as specific as possible. All of these should have been identified in your proposal already.

Solution Approach Describe the approach that you followed to address the problem. Explicitly state the assumptions that you made. This section is where you should describe your method and/or model. Provide sufficient details that somebody else can replicate your method.

Results Provide the results of your study. Interpret the results, and their implications for the client. Describe the limitations that your assumptions place on the validity of the results. Also describe the sensitivity of your results with respect to a change in the data, assumptions and/or method. Be clear about the shortcomings of the results, and additional work that will have to be done if the client wants more and/or better answers.

Recommendation and Conclusion What are your recommendations for your client? What should they implement? Should they do more work on some aspects, and if so, what do you recommend them to do?

Appendix All data that was collected during your study should be provided in electronic format. The easiest way to provide the data is usually on one or more diskettes. The preferred (and more efficient) way to store the data is in ASCII (text) files, delimited with commas (,) or semicolons (;). Whichever way you provide the data, you should include a **clear and detailed** description (electronically and/or on paper) of the data, the individual data fields, and the format that the data is provided in. If you don't have a lot of data, and you want to, you can also provide the data in neat tables in the appendix.

Also include your final report on diskette.