

THE INTERIM REPORT - A progress report

- gives client an overview of design progress
- allows client to see where design is going
- may coincide with release of payment for work
- may cast new light on problem as a result of information gathering, idea development
- last opportunity to change or refine objectives and products (either party may initiate change, with approvals)

1. FRONT MATTER

Letter of Transmittal
Title Page
*Executive Summary
*Nomenclature
Table of Contents
List of Tables
List of Figures

* Optional, may be at end of report

2. INTRODUCTION

Problem Statement

- more detail than proposal
- summarize info from search
- purpose, scope, importance
- easy to understand (non-technical)

Objectives

- concise statement of each objective
- will define "final product" of design
- will be used to evaluate success of work

3. BACKGROUND

Put problem into context of design

Summarize relevant literature (what has been done before, successes and failures, synopsis of important studies published, etc...)

Constraints - research and knowledge should be drawn upon to determine specific constraints which define limitations for design parameters such as size, weight, cost, etc..

Assumptions - when it is necessary to make assumptions, state them with

supporting arguments (e.g., interest rate, availability of features like electrical power, potable water supply, etc..)

Criteria for evaluation - determine which performance variables are important for success of design, and list them with a short description of how each will be evaluated (e.g., speed, durability, aesthetic value, functionality...)

4. METHOD

Design Ideas - give a short description of each design alternative, emphasizing main differences

Alternative evaluation procedures

- give rationale for system chosen
- present logic of evaluation (e.g., weighting factors, scoring, final selection)
- do **sensitivity test** on outcome by varying weighting factors

Present selected alternative - state, with justification, which idea is recommended

Detail design methodology - describe approach to take selected alternative to final design stage

- plan of attack, milestones
- analysis techniques
- modelling
- idea refinement iterations

5. CONCLUSIONS AND RECOMMENDATIONS

- briefly state preliminary conclusions (i.e., why some ideas were eliminated, significant new information, deviations necessary from original proposal)
- clearly state recommended course of action, revised plan (if necessary)
- allow opportunity for feedback from client at this stage

6. REFERENCES

- list sources cited in Background

7. APPENDICES

- calculations for alternative development and selection
- copy of original letter of request (if available)