**DEN 429 Project Report Outline**

**as of 2/18/22**

**I. Cover Page**

**II. Team Members and Short Bios**

**III. Table of Contents**

**IV. Definitions**

* + **Glossary of terms**
	+ **List of Tables**
	+ **List of charts and graphs**

**V. Abstract**

**VI. Introduction**

* **Purpose and the key objectives of this project**
* **The scope and limitations (deliverables out of scope)**

**VII. Process Flow (Use the process flow that is on the course webpage) and:**

* **Populate each of the steps with the specific information related to your project.**
* **Clearly show how the data points from the predecessor steps were translated to the data points of the successor steps.**
* **Use the numerical values and targets as appropriate**

**Note: this is the most important part of your report. The congruity of the project has to be clearly visible.**

**VIII. Conclusions and Recommendations**

* **State whether the scope of the project has been met.**
* **If not, which deliverables could not be completed and explain why that is?**
* **Recommend the next steps that are necessary to complete this project.**

**IX. Appendix**

**Include:**

* **All checklists**
* **All drawings**
* **All specifications (benchmarks)**
* **All references (ISO 14001 etc.)**
* **Bill of Material**
* **Gantt Chart**
* **Team Contract**
* **Letter of Engagement**
* **Sign off Page**