

FACULTY OF ENGINEERING & TECHNOLOGY

VAAL UNIVERSITY OF TECHNOLOGY

PROJECT REPORT GUIDELINES FOR EXPERIENTIAL TRAINING

When doing projects during your experiential training period the following guidelines, for writing the report, should be followed by all students. More detail on the projects can be obtained from the specific departmental guidelines.

1 COVER PAGE

Vaal University of Technology
Faculty of Engineering
Department of:
Project Title:
Company:
Prepared by:
\Student name:
Student No.:
ID No.:
Date:
WIL
Period (P1 or P2):

Controlled by:

Mentor: University moderator:

Using University guidelines for project report writing: [ ]

Using Company guidelines for project report writing: [ ]

Results:

Table with 4 columns: Criteria, Mentor, Moderator, Max Marks. Rows include Use of language, Technical content, Standard of drawings, Calculations or theory applied, Flow charts, figures, graphs etc., Adherence to guidelines for project report writing, and Total.

If one or more of these elements are unsatisfactory, the report will be referred back to the student for rectification.

I hereby declare that this project report is my own work.

Signature of the Student: Date:

This project complies/does not comply with all the set standards \*

Signature of the Mentor: Date:

This project complies/does not comply with all the set standards \*

Signature of the University Moderator: Date:

\* delete which is not applicable

2 CONTENTS

2.1 Table of contents with page reference.

2.2 List of tables, figures and drawings.

2.3 Identification of the problem:

When starting with a project it often is the case that the problem to be solved may not be obvious and only symptoms are apparent.

At this stage one should keep an open mind to not only see the problem but to understand its relationship with its environment.

Once a problem is identified and understood it must be formulated and written down. Objects to be met, specific requirements, unacceptable conditions and factors to be considered when the eventual solution to the problem is to be evaluated, must be known and recorded.

2.4 Statement of the problem:

The problem should be stated in one sentence. If this is not possible, the problem is not clearly understood.

The statement consists of three basic components:

- 2.4.1 In the first part of the sentence the "what needs to be done" should be addressed.
2.4.2 Secondly the standard and principles on which the solution will be based, must be stated.
2.4.3 Finally the goal to be achieved or "why the design/solution needs to be done/found" is answered.

**2.5 Statement of sub-problems:**

Some projects will be too large to be handled by a single person. Such projects should be divided into smaller projects, or sub-problems, that will be easier to comprehend and then given to other people to solve.

**2.6 Delimitation:**

In the problem statement the project leader states exactly what will be done. It is also important that he/she specifies what he/she does **not** intend to do.

**2.7 Assumptions:**

The factors that will be taken for granted and will not be incorporated into the solution must be clearly stated.

**2.8 Gathering of information:**

The gathering of information is extremely important and is not always that obvious. Important sources of information are:

- 2.8.1 People.
- 2.8.2 Written material – books, catalogues, reports, and magazines.
- 2.8.3 Experimental data, designs, and drawings.
- 2.8.4 Existing conditions.
- 2.8.5 The Internet.

**2.9 Preliminary Ideas:**

This is the stage in which your imagination and creativity plays a major role. Try to think of a number of possibilities to the solution. Sketch your different ideas and write down the advantages and disadvantages. Don't limit yourself. Think beyond your frame of reference.

**2.10 Evaluation of ideas:**

Select the best ideas or combine some of the ideas to create new possibilities. Preliminary calculations and discussions with the relevant people will help to eliminate some of the ideas.

**2.11 Analysis:**

All calculations and deliberations must be reported under this heading.

**2.12 Implementation of the solution:**

State how the solution was implemented and supply support material such as sketches, drawings and graphs.

**2.13 Recommendations:**

State all the recommendations made to the company on grounds of the solution.

**2.14 Conclusion:**

Give a summary of what had been achieved and to what value this project with its solution was to the company.

Thank everybody who contributed to the project.

**2.15 References:**

State all references as far as the gathering of information is concerned.