

Final Report and User Manual Guidelines

Marking Criteria:

The following criteria are used in evaluating these two documents

Description	
A1	Final report: goal and background are clear from the text
B1	Final report: final results are clearly stated and explained, report gives a good overview and is written concisely, conclusion shows aspects with improvement potential
C1	Final report: clarity of document structure, formatting, overview, language and design
A2	Manual: clearly understandable for the target audience and is not ambiguous (no room for interpretation), is complete, is relevant and prioritized
B2	Manual: easy to comprehend through included visuals
C2	Manual: safety aspects are sufficiently covered, easily understandable and prominently placed (if the project does not have safety aspects, these points go to D)

The mark /10 is given according to UWA's marking guide, where 5-6 is passed, 6-7 is average, 7-8 is distinction, 8-10 is high distinction.

Tips for final report and manual:

The final report should give an overview over the results of the project and – only where important – describe how the results were achieved. All the other documents like requirements and design, quality or manual should be referenced in the final report.

A manual – also called user guide, user manual, data sheet, spec sheet or handbook depending on it's application – is a document to show users how to handle a system and sometimes summarizes the performance of the system. It is therefore important that the manual is written with the target audience / end user in mind. For better understanding, manuals usually contain corresponding visuals beside the written guide. These visuals can be photos of the hardware system or of a person using the system, screenshots of software interfaces, diagrams, icons or tables. A good manual does not just show how to use certain functions of the system, but gives a good overview over what functions there are and what they are for. Another important aspect of a manual can be the warning, caution or danger indications if safety hazards have to be considered and the system manufacturer wants to avoid liability.

Engineering documents are usually written in third person / impersonal. Language should be concise and factual, not conversational / emotive. Visualisation is a powerful tool for such documents. Pictures / diagrams are good to supplement text and give the reader a better understanding of the project, they should however not just fill pages without explanatory text. Don't forget page numbers.

The groups should submit 2 clearly separated documents:

Structure Final Report:

- 1) Abstract – Half-pager summarising the whole project with its results
- 2) Task allocation – Description of which team member completed which tasks
- 3) Introduction – summary of project with overall goal, purpose of this document, what will be discussed in the following sections
- 4) *Nomenclature if needed, List of Figures and List of Tables (optional)*
- 5) Background to project
- 6) Results of project work
- 7) Lessons learned
- 8) Conclusion / Open questions / future extensions – what are the most critical characteristics of the project work, what aspects will future work have to specifically consider or improve
- 9) Reference list

The final report should contain around 2-4 pages * students in team for the final report, excluding appendices.

Structure Manual:

- 1) Introduction – very brief introduction to manual, what will be discussed in the following sections, who is the target audience
- 2) *Nomenclature if needed, List of Figures and List of Tables (optional)*
- 3) Contents
- 4) *Getting-started guide – brief tutorial on how to start the system with default settings (optional)*
- 5) Manual
- 6) *Troubleshooting section – detailing possible errors or problems that may occur, along with how to fix them (optional)*
- 7) *FAQ section (optional)*
- 8) *Reference list (optional)*

The manual should contain around 3-5 pages * students in team, excluding appendices.

The grade for both documents will be given for the whole team.

For more information:

Google “good user manual / user guide / report” (or the same with “bad”)

<http://www.userfocus.co.uk/articles/usermanuals.html>

https://en.wikipedia.org/wiki/User_guide

https://www.prismnet.com/~hcexres/textbook/user_guides.html