MAGNET GROUP

Technical Report Writing - Minimum requirements

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Technical Report Writing

1. Executive Summary (or an abstract)
   a) Objective of the task
   b) How the task was handled/executed
   c) Key results, conclusion(s) and any further work Technical Report Writing

2. Introduction or Background
   a) Introduction to the task and how it relates to the wider picture (Introduction)
   b) Objective of the task (Focussed)

3. Customer or Task Requirements
   a) Customer or task requirements (Specs/Functional/Interface/mitigation requirements)
   b) Detail any other issues that the task must also address (other peripheral work)
   c) Detail any additional tasks (or analyses) that may be needed, that your customer may not have been aware of when he provided his requirements to you
4. Description/Detailed method
   a) Method used /approach
   b) Why the approach/method employed

5. Analysis and Results
   a) Summarize the approach
   b) Summarize and justify any assumptions made with adequate references.
   c) Summarize any limitations to the approach that you have taken (justify if these limitations are acceptable).
   d) Present the analysis and any alternative calculations (analytical or FEA, etc.) that were performed to corroborate the main analysis
   e) Clearly present and discuss results

6. Summary and Conclusion
   a) Summarize results with path forward
   b) Present a clear conclusion – avoid any ambiguity