

## Technical Report Writing



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## **MAGNET GROUP**

### **Technical Report Writing - Minimum requirements**

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## **1. Executive Summary (or an abstract)**

- a) Objective of the task
- b) How the task was handled/excecuted
- c) Key results, conclusion(s) and any further work

## **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