

MAGNET GROUP

Technical Report Writing *- Minimum requirements*

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Technical Report Writing

1. Executive Summary

- a) Objective of the task
- b) How the task was tackled
- c) Key results, conclusion and any further work

2. Introduction or Background

- a) Introduction to the task and how it relates to the wider picture
- b) Objective of the task

3. Customer or Task Requirements

- a) Customer or task requirements
- b) Detail any other issues that the task must also address
- 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.

Technical Report Writing

4. Analysis and Results

- a) Summarize your approach
- b) Summarize and justify any assumptions made
- 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 that were performed to corroborate the main analysis
- e) Clearly present and discuss results

5. Summary and Conclusion

- a) Summarize results
- b) Present a clear conclusion – avoid any ambiguity.