

The Senior Project Written Reports

Identify The Problem

Describe the specific problem in all of its components, including circumstances that may complicate the problem and/or make it unique.

Analyze The Problem

- Which parts of the problem have viable solutions?
- Are there any parts that cannot (or would be too much trouble) to solve?
- Set a goal. Once you have decided there is a problem over which you have some control, identify one aspect of the problem and see if you can set a realistic goal that will lead to a solution.

Package #1

Identify The Alternatives

- How many solutions to the problem exist?
- Without prioritizing, create a list of all possible solutions.

Identify The Criteria

- Criteria are identifiable factors which help one to either select or eliminate possible solutions. Your criteria are the standards upon which you will base your evaluation of which solution is best.
- After careful analysis, what are your criteria for identifying the best solution?
- By what process did you determine your criteria? Exactly what factors were involved?

Package #2

Evaluate The Alternatives

- Rate each possible solution against the criteria you have established. Be complete!
- Convincingly demonstrate that the solution you have selected is the best possible solution for current needs and circumstances.

Abstract

- In brief, identify the problem, its relative importance, and your plan to implement a solution. (*200-300 words*)

Package #3

The Senior Project Written Reports

IMPORTANT NOTE

All sections are due precisely on each due date. **No late work will be accepted.** If you are ill or will miss class, send your work along with someone you can trust, or you will receive no credit for your work.

Implementation

Describe the process of implementing your solution. Give a detailed account of your activities from the initial first steps through the final the finals stages of the plan. *(500-1000 words)*

Package #4

Evaluate The Outcome

This is a complete evaluation of the effectiveness of your plan. Using clearly defined criteria, evaluate both the success of your initial vision and the value of the project as an educational experience. *(500-1000 words)*

Package #5

Appendix

Any additional material that might augment your report, such as timelines, work breakdown structure, charts, statistics, mentor observation report, activity log, etc. This is also the section of your report that will provide documentation of your research (**Resources Consulted Page**, MLA documentation).

Deadlines

Section	Due Date
Package #1 - Identify Problem/Analyze Problem/Identify Alternatives	December 20
Package #2 - Identify Criteria/Evaluate Alternatives	January 19
Audit Report	January 26
Package #3 - Abstract	February 9
Package #4 - Implementation	April 8
Package #5 - Evaluate the Outcome	April 19
Completed Report (including appendix) Copy #1	April 26
Completed Report (including appendix) Copy #2	May 4