53:071 Hydraulics and Hydrology

Report Format

Section 1: **Title Page**
- Course name
- Title for the report
- Submitted to "Your clients"
- Your names
- Your affiliation (lab section, group number)
- Date

Section 2: **Executive Summary**
- A brief, concise paragraph summarizes your project within 200 words.
- At the end of the summary, clearly state your recommendations to your clients.

Section 3: **Introduction**
- Statement of the problem
- Project objectives

Section 4: **Background Information**
- Background information for the project including site information, operational information etc.

Section 5: **Methodology (or Approach)**
- Describe and justify the methodology (or approach) you used to achieve the goals.

Section 6: **Results and Discussion**
- Present the results from the work.
- Discuss the possible factors that may affect the outcomes.
- Justify your suggestions.

Section 7: **Conclusions and Recommendations**
- Restate the scope of the work and how the objectives were achieved.
- Summarize the major results from the work.
- Provide your recommendations to your clients.

Section 8: **Appendices**
- This is the only part in the report that is written to professionals in case that second opinion needs to be consulted. Therefore, it needs to be prepared in a scientific manner.
- Attach your technical analysis including:
    - Table or plot of raw data with units and caption (as appropriate).
    - Explain procedures for computed derived data.

- Table or plot of derived data with units and caption (as appropriate).

Note:

1. The main report needs to be written at a level appropriate to the audience.
2. If tables and figures are included in the report, proper numbering and captions are required. Figures should follow conventional scientific presentation; axes should be properly labeled; variable's name and unit should be specified. If multiple curves are plotted in the same figure, different symbols and line patterns should be used; legend should be shown.