Project Report

Project reports vary, depending upon the purpose, audience, and expected results. Additionally, if the project report is more than ten pages, you should include front and back matter. For this report, you are providing information about a project. Follow the formatting requirements below.

Introduction

The introduction will provide all of the foundation information, and it relies heavily upon summary:

- Write a clear statement of what the project is about and the problems that led to your project
- Provide a description of the participants who attend the classes (Include their situations such as working a full-time job, middle aged, distribution of male/female, etc.)
- Summarize your goals and objectives or what you hope to teach the participants and why (In this summary, you will explain the area you are addressing—accounting, marketing, etc…)
- Provide a summary of the project’s context. This will probably include some of the demographic information such as social class of the participant group as well as the economic situation of their community
- Introduce the members of your team

Body of the Report

The body provides the details of the project and relies upon explanation and description and is presented chronologically:

- Provide the plan for achieving the goals and for meeting the day-to-day objectives
- Describe the design and rationale for the design (How you conduct the classes and what you taught)
- Implementation of how you carried out the design (You will present the descriptions of the implantation chronologically.)
- Modifications (Did you change your design or implementation?)

Conclusion

The conclusion provides what you have learned as a result of the project:

- Evaluate your project (What were the successes? What you would change and why?)
- Provide how the project benefited your group academically, professionally, and personally