

Documentation



University of
South Australia

Telling a story

Grimm Brothers - Little Red Riding Hood. (red cap)

- mother sends girl to take cake to sick grandmother
- girl warned not to leave path on way to grandmother
- girl meets wolf on path
- girl tells wolf about how she is going to visit her grandmother
- wolf wants to eat grandmother and girl
- wolf convinces girl to leave path
- wolf runs to grandmothers house
- wolf eats grandmother while girl is playing off the path in the forest
- wolf dresses in grandmothers clothes and hides in bed
- girl eventually gets to grandmothers house
- wolf, dressed like grandmother, eats girl
- *grandmother and girl are rescued from the wolfs belly by a hunter.



<http://news.nationalgeographic.com.au/news/2013/11/131129-little-red-riding-hood-folktale-tehrani-anthropology-science/>

Documentation



University of
South Australia

If you mess up the order of the story..

It doesn't make any sense

wolf dressed like grandmother eats girl

girl meets wolf on path

girl eventually gets to grandmothers house

girl tells wolf about how she is going to visit her grandmother

mother sends girl to take cake to sick grandmother

The same rules apply to any report or documentation

Your telling a story. Granted its not very exciting, but
its still a story.



University of
South Australia

Documentation

Abstract
Introduction
Design specs & obj.
Initial concepts
Concept selection
Final design
Results
Discussion
References
Appendices



<http://www.ocnannies.com/blog/read-story/>



Documentation

Abstract

The part that the lazy or busy person can read and get a full understanding of what is in the report.

Introduction

What's the reports about, some background on the project. Rules of the contest.



University of
South Australia

Documentation

Design specs & objectives

What is required of your device by your group.

Initial concepts

Literature review, brainstorming, mind maps, initial concepts and sketches, positives and negatives.



Documentation

Concept selection

Selection matrix, choose your design

Final design

Gantt charts, timelines, materials, calculations, drawings, budget, risk analysis, Isometric drawings (2D drawings go in appendix)



Documentation

Results	Did the device perform as intended?
Discussion	Good? Disaster? How could you improve if you were to do it again. Suggestions for others.
References	If its not assumed knowledge find a reference. Don't use a reference you haven't quoted in the body of your work.
Appendices	where all the less useful stuff goes

Documentation



University of
South Australia

FEEDBACK FORM



University of South Australia

Assessment feedback

MENG 2009 – Mechanical Engineering Practice

Assessment 2: Warman Design Progress Report (Group Work 15%)

Total marks: 26

Group Name:

Group No:

Key components of this assignment	Mark	Assessment				
		0-40%	40-50%	50-60%	60-75%	75-100%
		WRA	RA	A	AA	WAA
Preliminary Report Components	1					
Title Page						
Abstract						
Disclaimer						
Table of contents, List of Figures, List of Tables						
Introduction	1					
<ul style="list-style-type: none"> In your introduction provide a brief overview of this year's Warman Competition and what is in your progress report and 						
Design Specifications & Objective	2					
<ul style="list-style-type: none"> Discuss project specifications and use a table to assist in this explanation List design specifications for the Warman Device – label these specifications so WAA Describe the objective for your device, i.e. what score do you hope to achieve & discuss how you aim to get this score 						
Initial Concepts and Discussion	8					
<ul style="list-style-type: none"> Discuss your three best initial concepts, how do they work, what are their advantages/disadvantages, include 3D models, drawings or scanned sketches to assist with your explanation Both graphical illustration and discussion of concepts should be provided for 3 concepts Include <i>mind mapping</i> of concepts from brainstorming 						
Concept Selection	3					
<ul style="list-style-type: none"> Discuss the process you used to select your final design Prepare a table rating the merits of each of the 3 designs. The design with the highest score should be the final design you have selected. Perhaps no one design was the best, and you have selected the best aspects of all 3 designs? If so, discuss. 						
Preliminary Final Design Analysis	4					
<ul style="list-style-type: none"> Modelling and sketch/drawings (e.g. Solidworks) of the final design components created Elaboration on functions of different 						

<ul style="list-style-type: none"> components/parts/items. Integration/assembly of components and how it will work all together clearly realised and articulated Quantitative analysis of the functions of components Discussion of further work still to be completed on design and build to fully realise the goal of the project 			
Cost Report/Budget	1		
<ul style="list-style-type: none"> List of the costs of possible items required to build the devices Total costs are within the acceptable budget limit and discuss 			
Risk Assessment	2		
<ul style="list-style-type: none"> Possible risks of materials, components, and activities, and operation of final device are identified Risks are rated and measures are taken to control them 			
Project Plan	1		
<ul style="list-style-type: none"> Gantt chart of the project Tasks are scheduled until completion of project 			
Conclusion	1		
<ul style="list-style-type: none"> A conclusion is made, outlining the key outcomes so far 			
Presentation of report	2		
<ul style="list-style-type: none"> Figures are numbered and have captions. Figures are referred to in the text Pages are numbered Roman numerals for preliminary sections Page one starts on the page with the Introduction Report is neatly presented Report structure and headings numbered Spelling and grammar are correct 			
Summary Comment:			
Marking scale:			
WAA (Well above average)	75-100%	Excellent performance	
AA (Above average)	60-75%	High performance	
A (Average)	50-60%	Well Satisfactory performance	
RA (Below average)	40-50%	Satisfactory performance	
WRA (Well below average)	0-40%	Unsatisfactory performance	
<ul style="list-style-type: none"> GQ1: operate effectively with and upon a body of knowledge GQ2: are prepared for lifelong learning 		<ul style="list-style-type: none"> GQ5: are committed to ethical action and social responsibility GQ6: communicate effectively 	
X	<ul style="list-style-type: none"> GQ3: are effective problem solvers 	X	<ul style="list-style-type: none"> GQ7: demonstrate an international perspective
X	<ul style="list-style-type: none"> GQ4: can work both autonomously and collaboratively 		
Assignment grade/mark			
Assessed by:		Date:	



Documentation

The report writers style guide

<https://lo.unisa.edu.au/course/view.php?id=4081>

This is the rule book for writing reports.

- Fonts
- Sizes
- How to number
- What should be bold and italic
- General layout

Very Useful!

