

### 1.19 Applied Project Final Report Format

The Applied Project is intended for students whose career aspirations are best served by gaining practical experience in developing a solution to a solar energy industry problem. The Applied Project must be accomplished in partnership with an organization within the solar energy (or renewable energy) industry. The solution can take a number of forms such as a business plan, prototype design, policy analysis, student designed/conducted performance evaluation, etc.

The Applied Project final report describes the problem and its solution. The format for the final report is provided below.

Title page

Abstract

Acknowledgments

Table of Contents

#### 1. Introduction

##### 1.1 Description of the Industry Issue

- What is the need the project seeks to address
- Why is the project worth doing
- What industry organization is involved
- Who are the stakeholders

##### 1.2 Problem Statement

- Provide a concise and clear problem statement that defines the type of solution desired and the scope of the solution expected.
- Include statements of what the problem does not cover
- Describe the significance of this problem to society
- Describe why this problem is unique

##### 1.3 Solution Requirements

- List what requirements the solution must satisfy in order for it to be acceptable for the given problem statement.

#### 2. Background Information

- Present the information gathered about the issue including prior attempts at a solution from both a literature review and interviews with appropriate people

- Present information about applicable solar energy coursework and tools such as computer programs, etc.
- Present information about solutions to similar problems

### 3. Project Approach

- This section describes the both the technical and project management processes used to complete the project.
- For the technical approach break the project down into major tasks and describe each task.
- Present a completed project schedule that shows the major tasks, project phases and major milestones that were accomplished.
- Describe how the project was managed.

### 4. Project Results

- Describe what tasks were accomplished and what the results were.
- Include results for each solution requirement given in Section 1.3.

### 5. Conclusions

- Discuss the major conclusions based on the results.
- State how well the solution satisfies the problem statement requirements.
- State how well the project was managed

### 6. Recommendations

- Describe what the major stakeholders should do next.
- Identify any additional work that should be done to improve the solution.

### 7. References

- References should be in AIP format. Any deviation in formatting must be approved by the PSM SEEC Program Chair.

### Appendices and Attachments