

# STUDENT WORKSHEET

**Instructions:** Hand out this sheet to students to give an explanation of what each of these components are.

**Executive summary:** This will be read by someone who may only have a general idea of the project, but who needs enough information to make a go/no go type of decision. The reader may or may not have an engineering background but will be familiar with the language of engineering projects. There is an expectation that all necessary information to inform a decision will be included in a concise form. An executive summary stands independent of the accompanying report. It makes no explicit reference to information in the accompanying report.

**Status Report or Status Update:** This may be oral or written. Generally given to a supervisor, project manager, or lab supervisor in the workplace who will most likely be familiar with the project, technically knowledgeable and primarily interested in what has been accomplished, will be accomplished and if there are any problems or risks to successful completion or next steps. There is probably a greater degree of familiarity personally and so the language will be less formal in nature, but not less professional.

**Specification document:** This will be for specific readers to provide the requirements that a design must meet. The document acts as a requirements checklist. Because clarity and precision are essential, technical language is usually preferred over everyday language. There is no room for ambiguity in specification documentation. Rationale for decisions is usually not included.