**PME 602**

**Project Written Report Outline**

**January 2023**

 **Outline**

**Front-end Information**

Cover Page (NU logo)

Copyright Page

Team: Name

Project Name (Selected Competence)

Date Submitted

Abstract (Prepared Last)

Table of Contents

List of Tables (if applicable)

List of Symbols (if applicable)

Definition of Terms

**CHAPTER 1: Introduction and Overview**

Project Background

Problem Statement (Why is this project important to you and your career?)

(a). Purpose and Key Objectives (Develop the plan to master one selected competency.)

The Scope of the Project (what will be included)

Limitations of the Project (what will not be included, out of scope)

**CHAPTER 2: Methodology**

Statement of Purpose and Key Objectives ( (a). restated)

Analytical Model Architected (cause and effect chart), congruity flow

Gaps in the required knowledge (state what is known know and what is assumed).

**CHAPTER 3: Data Collection**

Primary Research (if possible and approved)

Secondary Research

Initial Findings (what is needed and what is available)

**CHAPTER 4: Professional and Personal Development Plan**

Work Breakdown Structure Overview

Simplified PERT Chart Overview

Estimated Completion Time

Probability of Completion (if it is not too complicated)

**CHAPTER 5: Results, Conclusions and Recommendations:**

Synthesis of Findings

Interpretation of Results

Were the Key Project Objectives met with any degree of confidence?

Recommended Next Steps

**Appendices**

Team’s Short Bios

Tables and Charts

Algorithms Used (Methodology and Logic)

Project Plan

Relevant references