**Project report guideline and checklist**

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| **Self-checks** | **Points to consider** | **√** |
| **Title page** | * Project title |  |
| * Students’ names |  |
| * Teacher |  |
| * School year |  |
| * Project due date |  |
| **Table of contents** | * List of the components of the report (as they appear in the report) |  |
| **Introduction** | * Specify the problem that you are attempting to solve. |  |
| * Importance of the project |  |
| **Main section** | * Present the theoretical aspects of your project. |  |
| * List all materials used to build the device. |  |
| * List the steps taken to build the device. |  |
| * Present pictures or drawings of your device. |  |
| * Present instructions for use of the device. |  |
| * Present your results from the notes taken throughout the process. |  |
| * Give an interpretation of your results by presenting what worked and the challenges and methods employed to overcome them. |  |
| **Conclusion** | * Present the most important results. |  |
| * Talk about what would need to be changed next time to improve the product. |  |
| **Bibliography** | * List all textbooks, websites, articles, or materials consulted and related to this project. |  |