



PROJECT REPORT

Purpose of the Project Report

The report is there to showcase your:

- Experience
- Knowledge
- Involvement & contribution in the projects
- Growth
- Ability to communicate professionally

Project Report Writing

- 3 projects maximum
- The given maximum word count is only an indicator (4000 words) if you write more, make sure that the report is easy to read
- Write with a proper structure
 - Logical flow
 - Numbered, bulleted, indented, etc.
 - Not a long essay or story

PROJECT REPORT STRUCTURE

A. Cover sheet

B. Declaration

C. Index

D. Introduction

E. Project 1

- Project scope
- Involvement in the design office
- Involvement on site
- Design solutions

F. Project 2

- As previous

G. Project 3

- As previous



H. Appendices

- Drawings (A3 plots, folded)
- Sample design calculations
- Sample correspondence & reports