The following items are needed for a project to pass the basic requirements in my course

1. A proper coverpage (in color) with the name and theme of the project/report
2. Page numbers (roman numbers in acknowledgement and executive summary & English numbers from introduction)
3. Font size, font alignment, paragraph spacing and page border according to the project outline.
4. Must include headers/footers
5. All pictures/graphs must be placed in the appendix at the end of the report
6. The report must contain a reference (Harvard/AMA style) which will be provided by me in class

Please note that your report should strictly follow the basic pattern as follows. You can obviously add more sections apart from this basic model

1. 1st Coverpage (download from the website)
2. 2nd coverpage (in color) with the name and theme of the project/report
3. 3rd cover page that has group member’s names and ID etc.
4. Declaration of authenticity (download from website and attach with the report)
5. Acknowledgement (roman page 1) (use separate page)
6. Executive summary (roman page 2) (use separate page)
7. Table of contents (use separate page)
8. Introduction (English page 1) (use separate page)
9. The body of the report as per the project outline
10. Conclusion (use separate page)
11. References
12. Appendix (no page number needed)

Step 1: Download the declaration of authenticity and 1st coverpage from the website

Step 2: Prepare the report according to the given structure and attach the documents accordingly

Step 3: Email the softcopy of the report to me before the day of your presentation mentioning the subject name, group name and section number in the subject line of the email.