

**Information Regarding Project Reports which will be published in
“Industrial Projects 2020” Booklet**

Dates:

- **Draft Due:** May 7. Email your draft to your AA, IA and TA. You are advised to schedule ahead with your AA, IA and TA to make sure that you receive feedback on time.
- **Feedback:** You are advised to get feedback from your AA, IA and TA within 7 days after submitting your draft.
- **Approval:** You MUST obtain approval for the final version from your IA. (Make sure that the approval is sent from IA directly to the course TA via email.)
- **Final Report Due:** May 22 at 23:59. Upload your final version to the link provided via email.

General Information: The reports will be in English. The report will also contain an abstract in Turkish (Öz) on a Turkish cover page. Note that the booklet will be available publicly. Each group should make sure that the contents of the reports will not contain any confidential information, as well as no adversary or advertisement like statement regarding the organization and its products.

Report Format: As the booklet will be publicly available, there will be some strict rules regarding the format of the reports. Information on the format will be available on the WEB site of the course. Note that format restrictions are for the general appearance of the reports. There is no restriction in the contents (except the cover page – see the WEB site for more details), titles, subtitles you will select etc.

Language of the Report: The report will be in English and we expect you to use your essay writing, as well as technical writing skills. There will be an abstract in Turkish and you may need Turkish equivalence of IE technical terms. A good reference for Turkish IE Technical terms can be found below:

Çetinkaya, Ferda Can, “Endüstri Mühendisliği ve Mühendislik Yönetimi Sözlüğü (İngilizce - Türkçe)”, *TMMOB Makina Mühendisleri Odası, Yayın No: 2007/426*, 2007, Ankara.

Requirements Regarding the Contents Report:

- 1) Each Report will have a cover page. Cover page format is given in the example report which is posted at the WEB site. The cover page will include the abstract in Turkish, as well as key words in Turkish and English. The cover page cannot exceed one-page.
- 2) Section 1 which follows the cover page should mention pertinent information regarding the organization.
- 3) The main text of the report including the cover page should be at least 6 pages and at most 10 pages (note that format requirements dictate the font, size of the font and spacing). Additional to the main text, you are allowed to have at most 4 pages of Appendix (or Appendixes). Make sure that you satisfy all the requirements, as these are strict for the publication of the booklet.

Contents of the Report:

Always remember that your names and Bilkent University IE Department will be on the title page, meaning that these reports are likely to be used for further test of ideas, in the organization as well as at Bilkent.

Please note that there is no single outline that we want you to adopt. The following is only a suggestion; you may have some of the below bullets in one section, or you might have more sections devoted to what you want to cover in one of the bullets.

- Identification of an Engineering Problem - Provide a very short description and some general information about the company and its service/manufacturing system. Include “System Analysis” which summarizes the current operations, some statistical or numerical analysis which resulted in the identification of the problem. State the problem definition, performance measures and deliverables.
- Model Development and details of the approach - Proposed System – Make sure that you give proper references to motivate and/or to explain your approach. Give information on platforms needed for the solution of the stated problem(s).
- Validation of your approach – state clearly how you measured and compared the results of your approach with the current operations with the discussion of the generality of your comparisons.
- Integration of your approach to company’s existing system and work on implementation together with a possible complementary discussion.
- Project’s possible contribution to the company, preferably stated as % improvement in some previously mentioned performance measures as well as return on investment type analyses if there are proposals requiring investments. Of course, complemented with discussion.
- Conclusions with statement(s) regarding the satisfaction of the organization’s expectations from this project, followed by future work suggestions. Of course, complemented with further discussion in case needed.

References and Appendix (or Appendixes): You are expected to refer references you have used throughout the text. Please, use proper citation and list of references. Make sure that you do not miss any, so that you will not be suspected of academic dishonesty. Please make sure that each appendix clearly describes the information you place and is not a “garbage can”.

Other Info:

- Please check <http://www.ie.bilkent.edu.tr/emfuar> for the previous years’ books. However, keep in mind that the booklet will now have the body of the reports written in English with a Turkish cover page.
- The book will be published in color. Hence, feel free to use charts and pictures in color.
- Make sure you obtain the correct Turkish title of the faculty to be written on the cover pages. Check our department web page to verify. (Akademik ünvanlar – Dr., Dr. Öğr. Üyesi, Doç. Dr., Prof. Dr.). Also, ask your IA for his/her title, if available.
- **IMPORTANT:** You **MUST** obtain approval from your IA. Without the official approval it is absolutely impossible to have your report published in the book. This means, your IA should receive the draft of your report and provide you with any modifications necessary. We must receive the IA approval when you submit the final version of the booklet report.
- Please put utmost care when you write the draft of your report. Any sloppy work will cause you work harder when you submit the final version. Ideally, the feedback you should receive on your draft should only contain the revisions to the content necessary to make the report appropriate for publishing. (This means, your draft should be complete in content, coherent in flow and flawless in grammar and spelling).
- We will place your group photo on the cover page. For this, you should organize a zoom meeting with all group members available with their webcams on. Take a screenshot of the conference window when all members are visible. Use “Gallery View” on zoom. There should be 3 rows and 3 columns of images with

the bottom row containing only one image in the middle column. (If your group has 6 members, then 2 rows and 3 columns of images). Please use the highest resolution possible.

