

IE478 2021 Spring
Information Regarding Project Reports which will be published in
“Industrial Projects 2021” Booklet

Dates:

- **Draft Due:** April 16. Email your draft (pdf) 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:** April 30 at 23:59. Upload your final version (tex file and folder, details provided in the template document) to the link provided via email.

General Information: The reports will be in English. The report will also contain an abstract in Turkish (Öz). 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: The report will be prepared in latex; the rules can be found in the document shared on the website.

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. Additional to the main text, you can 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:

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 using the latex commands. 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 Information:

You can find copies of the booklet prepared in the previous years. Note that the only year that fulfills English text requirement is last year – the others are in Turkish. You can obtain a copy from departmental office.

The print will be in color. Hence, you can make use of colored graphics.

Make sure that the titles you will use for your advisors (academic and industrial) are correct and up to date. Please, ask all parties regarding this issue.

Important: You need to submit a copy to your IA. We need to have 100% consent of the IA before we can publish it in the project book. We need a written official consent – an e-mail directed to course coordinators will be sufficient.

Make sure that you prepare the draft with full concentration, as if it will be the final version. Make sure that your IA is aware of the publicly open report and let her/him take their time to edit the parts which are likely to be confidential.

Finally, make sure that you have consistency in your text, as if it something written by a single author. This is needed as this text will be publicly available.