



The Validation Report will be submitted before the Progress Presentations. As your project is a work-in-progress, this report will mainly present your validation-related results.



*Please follow the instructions described in the document called “**Report Format**” while preparing your report. **Make sure that neither the format information nor the below description affects the way that you select the section titles that you use in your text. We expect you to select those to reflect your project work rather than being generic.***



In this report, you must adhere to the following page limitations:

Body of the report: At most 20 pages (excluding the title pages and table of contents)

Appendices: At most 5 pages (excluding Appendix A)

For this report to be valuable, most of your work on the solution approach should be complete. What is meant by “complete” is explained in the following statements:

- A. The modeling approach considered has been discussed with your IA and approved.
- B. All the components of your modeling approach should have been verified. The verification process is completed and approved by your AA.
- C. You have outlined a relevant validation process before, a process which was approved by IA and AA.

The report should contain the following parts:

1. **A paragraph that describes the Statements (A,B,C)** described above are satisfied (please give dates of meetings with IA and AA to support your description).
2. **Validation:** Demonstrate the credibility of your proposed solution strategy. This can be reporting a process in progress (which implies it has already started), and that is very likely to be completed soon. In some projects, data and information issues may require a validation step to be performed only by the company. In this case, you need to provide a detailed plan with dates indicating how you and the company will perform this step (most likely during the pilot study, or as a part of the pilot study).
3. **Post Validation Tasks:**
 - a. **Benchmarking and Benefits to the Company:** Once validation is complete, the necessary information to measure the benefits realized from your proposed system, when compared to the current one, can be collected. State clearly your current figures and/or description of the benefits (clear statement of KPI's). Describe the sensitivity analyses (or scenario analyses) relevant to your case. The benefits can be monetary or other (it is usually better to provide a percentage improvement in many cases), but make sure that the figures are reasonable and factual. Note that it is usually not expected to have an improvement of more than 10-20%, unless you have a strong case to explain large %'s. Even a 0.5% improvement is greatly appreciated by companies.
 - b. **Implementation Plan:** Once you have shown and convinced the company that your proposed solution strategy is valid and beneficial to be used, you should now construct a detailed implementation plan with the company on how you can integrate your proposed strategy with

their current operations. Include dates of meetings planned with the industrial advisor (and/or presentations, including the final presentation at the company).

- c. **Pilot Study:** As a part of your implementation, in most of the projects, you are asked to plan for a pilot study in which the company will utilize your proposed solution strategy as part of their system (or maybe the entire system) and compare the actual realization of the benefits you proposed. The pilot study also provides the company with insight into how your deliverables work in the operating environment and will likely yield feedback on the parts that require improvement. Note that, along with this decision support system, the project group should also provide a User Manual and any other tools or documents that will complement your main deliverable.

- d. **Project Plan and Work Packages** for the remaining work only.

- 4. **References:** This section should contain a list of references that you cited for the report.

- 5. **Appendix:** The Appendix section should be used to present the material relevant but not necessarily a part of your major findings. Appendix A must be used to **report Gen AI activities**¹. As the remainder of this section is optional, the material to be presented in this section should also be considered as optional for the general reader. This means, this section should never have any material, absence of which will cause major problems in following the body of the report. Please make sure that each appendix clearly (and independently) describes the information you place. This means that you may need to explain figures and help the reader to follow what you intend to have in the appendix.

¹ See the document titled **Reporting Gen AI Activities** for more information.