

# EESW Project Report & Presentation Guidance 2018-19



## EESW Project Report

### Purpose

- Your project report is a record of how your team solved the brief given by your link company
- It should provide guidance to your company to help them implement your solution
- The report is one of the assessment criteria for your project – and one of the most important!

### Target Audience

- EESW Assessor Panel
- Client Company (CEO, Engineers, Production Management, Finance Department etc)
- Basis for CREST Award and Welsh Baccalaureate submissions

EESW Project Assessment Criteria (2018-19)	
<b>1. PROJECT PURPOSE</b>	1.1. The project has a clear purpose and objectives that are relevant to the client company. 1.2. The project has a clear link to the client company's business. 1.3. The project has a clear link to the client company's products or services.
<b>2. PROJECT DESIGN</b>	2.1. The project has a clear design and plan. 2.2. The project has a clear design and plan that is relevant to the client company's business. 2.3. The project has a clear design and plan that is relevant to the client company's products or services.
<b>3. PROJECT IMPLEMENTATION</b>	3.1. The project has been implemented in a professional and efficient manner. 3.2. The project has been implemented in a professional and efficient manner that is relevant to the client company's business. 3.3. The project has been implemented in a professional and efficient manner that is relevant to the client company's products or services.
<b>4. PROJECT EVALUATION</b>	4.1. The project has been evaluated in a professional and efficient manner. 4.2. The project has been evaluated in a professional and efficient manner that is relevant to the client company's business. 4.3. The project has been evaluated in a professional and efficient manner that is relevant to the client company's products or services.

## What makes a good report?

### Professional Appearance – Format and Style

#### Easy to read

- Concise sentences
- Short paragraphs
- Well-structured

#### Attract the reader

- Title and abstract which draws the reader in
- Use of photographs and diagrams

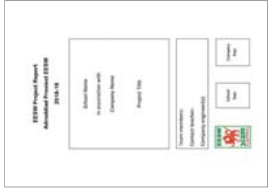
Reports should be between 30 and 40 pages and include references, appendices, graphs, tables, photographs and any other supporting information

## The Report Structure

The format of your report is outlined on page 5 of your EESW handbook

1. Title Page
2. Contents Page
3. Executive Summary
4. Introduction
5. Analysis
6. Procedure
7. Design
8. Conclusion
9. Evaluation
10. Recommendations
11. Acknowledgements
12. References
13. Appendices





## 1. Title Page

- School & Company Names
- Project Title
- Team member names
- Teacher name
- Link Engineer name
- Date of report
- EESW, School & Company Logos



## 2. Contents Page

- Should list all sections and subsections of the report and corresponding page numbers
- Makes it easier to find certain sections of the report

## 3. Executive Summary

- Should provide reader with a brief overview of the project and report aims
- Concise and to the point
- No more than one page

## 4. Introduction

- Brief profile of school & company
- Student profiles
- Project brief
- Background information
- Outline of proposed solution
- Any acronyms used in the report

## 5. Analysis

- Assessing the project brief
- Gathering & analysing information
- Identifying issues & specific requirements
- The theoretical background to the project
- Possible solutions
- Any decisions based on analysis

## 6. Procedure

- Time management & planning
- Description of processes leading to the selection of the best solution

## 7. Design

- All potential ideas & solutions
- Selection criteria for the proposed solution
- Success of prototype/model
- Testing/evaluation of the final solution
- Any refinements
- A clear, illustrated account of the process of arriving at the final solution

## 8. Conclusion

- Recap of project brief
- Summarise main points of process
- Brief justification of chosen solution

## 9. Evaluation

- Concise statement of the solution
- Full and clear presentation including data interpretation
- Detailed explanation of results
- Discuss benefits to the company
- Highlight strengths of the solution
- Note weaknesses & possible improvements
- Cost/benefit analysis

## 10. Recommendations

- What should the company do now?
- Is further development required?
- Suggest an implementation programme

## 11. Acknowledgements

- Thank any parties involved (e.g. company, engineer, teacher, school, EESW etc)

## 12. References

- Indicate where user can find information referred to in the report
- Note your references as you research, it is difficult to remember later
- List in alphabetical order
- Use an appropriate and consistent style of referencing e.g. Harvard Referencing

## 13. Appendices

- Should be considered early on in the report
- Should be used to keep the main body of the report short and interesting
- Detailed results and tables of statistical information clutter up reports and make them difficult to read
- Include evidence of research, contacts, development, calculation etc
- Include tables, calculations and other important information that cannot be incorporated into the main text

## Include illustrations

- Photographs, diagrams, charts and tables
- These can help to show complex information
- Label all graphics – use a logical order
- Keep any mind maps, photos, research and include them in this section

## Writing the report

- WHO – allocate team and individual tasks
- WHEN – start the report now, don't rush through it a day before the deadline
- HOW – use a word processor
- TAKE CARE – accuracy, grammar, spelling – use spell check
- REMEMBER – to show a draft of your report to your link company BEFORE submission – they may be able to give you some suggestions!

## IMPORTANT INFORMATION

Your project report **MUST** be submitted to EESW directly. Projects and reports contain sensitive company information and may be subject to a **NON-DISCLOSURE** agreement and must NOT be shared with anyone other than your company and EESW.

## Project Submission & Important Dates

### You should submit:

- Your report
- All team members' completed CREST profile forms (individual)

All documents should be submitted by email to [submissions@eesw.org.uk](mailto:submissions@eesw.org.uk)

### North Wales

- Project Report & CREST profile deadline – **Friday 8<sup>th</sup> March 2019**
- Awards and Presentation Day (Big Bang Fair North Wales) – **Wednesday 27<sup>th</sup> March 2018** – Venue Cymru, Llandudno

### South Wales

- Project Report & CREST profile deadline – **Friday 15<sup>th</sup> March 2019**
- Awards and Presentation Day (Big Bang Fair South Wales) – **TBC April 2019** – TBC



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## CREST Awards

Each team member will need to complete an individual CREST profile form.

You will find a printed version in your team packs – please photocopy as required

Electronic versions have been emailed to registered students.

## IMPORTANT INFORMATION

If you would like to enter for a Gold CREST award, this **MUST** be submitted to EESW directly.

Do NOT upload your forms to the CREST website, nor the project reports.

The image shows a 'CREST AWARDS Student Profile' form. It includes a table for 'Project Details' with columns for 'Project Name', 'Project Start', and 'Project End'. Below the table are sections for 'Project Description', 'Project Objectives', and 'Project Challenges'. The form also features a 'Project Images' section with a grid for photos and a 'Project Report' section with a grid for text. The form is titled 'GOLD AWARD Student Profile' and includes the EESW logo.

## Awards & Presentation Day

### You will be provided with:

- A stand (3m wide x 2m high x 1m deep)
- A small table
- Power point
- Header board & lighting

### You should bring:

- Display prototype/models
- Pre-printed LARGE display material
- Pre-printed graphics/handouts/photos etc
- Pre-printed logo printouts & banners
- A laptop/tablet & projector if you wish
- Velcro/Blu-tac/Scissors/Sellotape etc
- A printed copy of your report
- Packed lunch

Please note, there are **NO** printing facilities available at the venues and the items listed above will **NOT** be available from EESW or the venue on the day.



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## Awards & Presentation Day

**You will be allocated a timeslot to give a verbal presentation to a panel of assessors at your stand. You should:**

- Ensure the presentation follows a logical sequence
- Introduce your project
- Explain your individual roles
- Summarise your research and ideas
- Discuss your final solution
- Respond to questions from the assessors (make sure you are prepared!)

The whole team should deliver the presentation in 10-12 minutes and you should be enthusiastic throughout.

Visit your company in advance of the event to deliver the presentation to your link engineer and their colleagues.

The assessors will nominate teams for awards and your stand may be visited by award sponsors during the afternoon session.

Please see pages 6 and 7 of your EESW handbook for further information and guidance.



# Adroddiad Prosiect STEM Cymru a Chanllawiau ar Gyflwyniadau 2018-19



## Beth sy'n gwneud adroddiad da?

### Ymddangosiad Proffesiynol – Fformat ac Arddull

#### Hawdd ei ddarllen

- Brawddegau cryno
- Paragraffau byr
- Wedi'i strwythurow'n dda

#### Denu'r darlennydd

- Y teitl a'r crynodeb sy'n denu'r darlennydd
- Defnyddio ffotograffau a diagramau

Dylai adroddiadau fod rhwng 30 a 40 tudalen ac yn cynnwys cyfeiriadau, atodiadau, graffiau, tablau, ffotograffau ac unrhyw wybodaeth ategol arall.

# Adroddiad Prosiect STEM Cymru

## Diben

- Mae eich adroddiad prosiect yn gofnod o sut yr aeth eich tîm ati i ddatrys y briff a roddwyd gan eich cwmni cyswllt
- Mae'n rhoi canllawiau i'ch cwmni i'w helpu i roi eich datrysiad ar waith
- Mae'r adroddiad yn un o'r meini prawf asesu ar gyfer eich prosiect – ac yn un o'r rhai pwysicaf!

## Cynulleidfafa Darged

- Panel Asesyw'r STEM Cymru
- Cwmni Cleientiaid (Prif Weithredwr, Peirianwyr, Rheoli Cynhyrchu, Adran Gyllid ac ati)
- Sail ar gyfer cyflwyniadau Gwobr CREST a Bagloriaeth Cymru

Ynghylch	Ynghylch	Ynghylch	Ynghylch
<b>Ynghylch 1: Cychwyn</b>	<b>Ynghylch 2: Cychwyn</b>	<b>Ynghylch 3: Cychwyn</b>	<b>Ynghylch 4: Cychwyn</b>
<b>Ynghylch 5: Cychwyn</b>	<b>Ynghylch 6: Cychwyn</b>	<b>Ynghylch 7: Cychwyn</b>	<b>Ynghylch 8: Cychwyn</b>
<b>Ynghylch 9: Cychwyn</b>	<b>Ynghylch 10: Cychwyn</b>	<b>Ynghylch 11: Cychwyn</b>	<b>Ynghylch 12: Cychwyn</b>
<b>Ynghylch 13: Cychwyn</b>	<b>Ynghylch 14: Cychwyn</b>	<b>Ynghylch 15: Cychwyn</b>	<b>Ynghylch 16: Cychwyn</b>

## Strwythur yr Adroddiad

Amlinellir fformat eich adroddiad ar dudalen 5 eich llawlyfr STEM Cymru

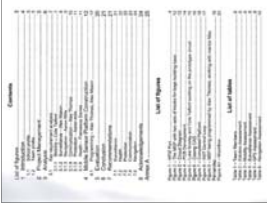
1. Tudalen Deitl
2. Tudalen Gynnwys
3. Crynodeb Gweithredol
4. Cyflwyniad
5. Dadansoddiad
6. Gweithdrefn
7. Cynllun
8. Casgliad
9. Gwerthusiad
10. Argymhellion
11. Diolchiadau
12. Cyfeiriadau
13. Atodiadau





## 1. Tudalen Deitl

- Enw'r Ysgol a'r Cwmni
- Teitl y Prosiect
- Enwau aelodau'r tîm
- Enw'r athro/athrawes
- Enw'r Peiriannydd Cyswllt
- Dyddiad yr adroddiad
- Logos STEM Cymru, Ysgol a Chwmni



## 2. Tudalen Gynnwys

- Dylid rhestru pob adran ac is-adran o'r adroddiad a nodi eu rhifau tudalennau cyfatebol
- Ei gwneud yn haws i ddod o hyd i adrannau penodol o'r adroddiad

## 3. Crynodeb Gweithredol

- Rhoi trosolwg cryno i'r darlennydd o nodau'r prosiect a'r adroddiad
- Cryno a syth i'r pwynt
- Dim mwy na thudalen

## 4. Cyflwyniad

- Proffil cryno o'r ysgol a'r cwmni
- Proffiliau disgyblion
- Briff y prosiect
- Gwybodaeth gefndir
- Amlinelliad o'r datrysiaid arfaethedig
- Unrhyw acronymau a ddefnyddir yn yr adroddiad

## 5. Dadansoddiad

- Aesu briff y prosiect
- Casglu a dadansoddi gwybodaeth
- Nodi materion a gofynion penodol
- Cefndir damcaniaethol y prosiect
- Datrysiaidau posibl
- Unrhyw benderfyniadau ar sail dadansoddiad

## 6. Gweithdrefn

- Rheoli amser a chynllunio
- Disgrifiad o brosesau sy'n arwain at ddewis y datrysiaid gorau

## 7. Cynllun

- Pob symiad a datrysiaid posibl
- Meini prawf dethol ar gyfer y datrysiaid arfaethedig
- Llywyddiant prototeip/model
- Profi/gwerthuso'r datrysiaid terfynol
- Unrhyw welliannau
- Cyfrif clir ac amlwg o'r broses o gyrraedd y datrysiaid terfynol

## 9. Gwerthusiad

- Datganiad cryno o'r datrysiaid
- Cyflwyniad llawn a chlir, gan gynnwys dehongli data
- Esboniad manwl o'r canlyniadau
- Trafod buddion y cwmni
- Tynnu sylw at gryfderau'r datrysiaid
- Nodi gwendidau a gwelliannau posibl
- Dadansoddiad o gost/budd

## 8. Casgliad

- Atgoffa o friff y prosiect
- Crynhoi prif bwytiau'r broses
- Cyfiawnhad cryno o'r datrysiaid a ddewiswyd

## 10. Argymhellion

- Beth ddylai'r cwmni ei wneud nawr?
- A oes angen datblygu pellach?
- Awgrymu rhaglenn weithredu

## 11. Diolchiadau

- Diolch i unrhyw bartion a gyfrannodd (e.e cwmni, peiriannydd, athro/athrawes, ysgol, STEM Cymru ac ati)

## 12. Cyfeiriadau

- Nodwch ble gall defnyddwyr ddod o hyd i wybodaeth y cyfeirir ati yn yr adroddiad
- Nodwch eich cyfeiriadau wrth i chi ymchwilio, mae'n anodd cofio yn ddiweddarach
- Rhestrwch yn nhrefn y wyddor
- Defnyddiwch dduill priodol a chyson o gyfeirio, e.e. Cyfeirio Havard

## 13. Atodiadau

- Dylid eu hystyried yn gynnar yn yr adroddiad
- Dylid eu defnyddio i gadw prif gorff yr adroddiad yn gryno a diddorol
- Mae canlyniadau a thabiau manwl o wybodaeth ystadegol yn gwneud adroddiadau yn fêr a'u gwneud yn anodd eu darllen
- Cynnwys tystiolaeth o ymchwil, cysylltiadau, datblygiadau, cyfrifiadau ac ati
- Cynnwys tabiau, cyfrifiadau a gwybodaeth bwysig arall na ellir ei hymgorffori yn y prif destun

## Cynnwys Iluniau

- Ffotograffau, diagramau, siartiau a thablau
- Gall y rhain helpu i ddangos gwybodaeth gymhleth
- Labelu'r holl graffeg
- Cynnwys unrhyw fapiau meddwl, ffotograffau, ymchwil a'u cynnwys yn yr adran hon

## Ysgrifennu'r adroddiad

- PWY – dyrannu tîm a thasgau unigol
- PRYD – dechrau'r adroddiad nawr, peidio â rhuthro i'w wneud ddiwrnod cyn y dyddiad cau
- CYMYRD GOFAL – cywirdeb, gramadeg, sillafu – defnyddio gwirydd sillafu
- COFIO – dangos drafft o'ch adroddiad i'ch cwmi cyswilt CYN ei gyflwyno – efallai y bydd ganddynt ambell awgrym!

## GWYBODAETH BWYSIG

Mae'n **RHAID** cyflwyno'ch adroddiad prosiect yn uniongyrchol i STEM Cymru. Mae prosiectau ac adroddiadau yn cynnwys gwybodaeth sensitif am gwmi ac efallai y byddant yn destun cytundeb **DIM DATGELU** ac NI ellir ei rannu ag unrhyw un heblaw eich CWMNI ac EESW.

## Cyflwyno Prosiect a Dyddiadau Pwysig

### Dylech gyflwyno:

- Eich adroddiad
- Ffurflenni proffil CREST pob aelod o'r tîm wedi'u llenwi (yn unigol)

Dylid cyflwyno pob dogfen ar e-bost i [submissions@eesw.org.uk](mailto:submissions@eesw.org.uk)

### Y Gogledd

- Dyddiad cau Adroddiad Prosiect a phroffil CREST – **Dydd Gwener 8 Mawrth 2019**
- Diwrnod Gwobrwyo a Chyflwyno (Ffair Big Bang Gogledd Cymru) - **Dydd Mercher 27 Mawrth 2018** – Venue Cymru, Llandudno

### Y De

- Dyddiad cau Adroddiad Prosiect a phroffil CREST – **Dydd Gwener 15 Mawrth 2018**
- Diwrnod Gwobrwyo a Chyflwyno (Ffair Big Bang De Cymru) - **TBC Ebrill 2018** – TBC



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## Gwobrau CREST

Bydd angen i bob aelod lenwi ffurflen proffil CREST unigol.

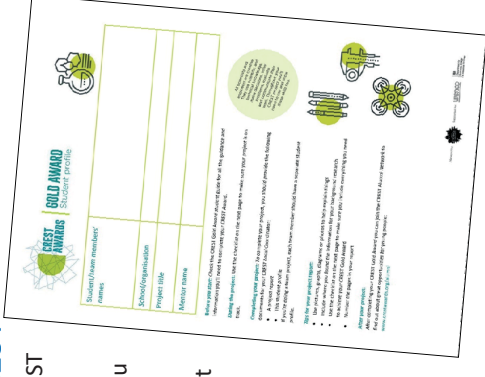
Mae fersiwn y gellir ei hargraffu yn eich pecynnau tîm – llungopi'wch un yn ôl y gofyn

Mae fersiynau electronig wedi'u hanfon e-bost at fyfyrwyr cofrestredig.

## GWYBODAETH BWYSIG

Os ydych chi am roi cynnig ar wobwr Aur CREST, mae'n **RHAID** i chi gyflwyno hon yn uniongyrchol i EESW.

PEIDIWCH â lanlwytho eich ffurflenni ar wefan CREST, na'r adroddiadau prosiect.



## Diwrnod Gwobrwyo a Chyflwyno

### Byddwch yn cael:

- Stondin (3m o led x 2m o uchder x 1m o ddyfnder)
- Bwrdd bach
- Pwynt trydan
- Bwrdd penawdau a golau

### Dewch â'r canlynol gyda chi:

- Prototeip/modelau arddangos
- Deunydd arddangos MAWR wedi'u hargraffu'n barod
- Graffeg/taflenni/ffotograffau wedi'u hargraffu'n barod
- Allbrintiau a baneri logo wedi'u hargraffu'n barod
- Gliniadur/llechen a thaflynydd os dymunwch
- Felcro/Blu-tac/Siswrn/Tâp selo ac ati
- Copi o'ch adroddiad wedi'i argraffu
- Pecyn cinio

Noder, **NID** oes cyfleusterau argraffu ar gael yn y lleoliadau ac **NI** fydd yr eitemau a restrir uchod ar gael gan EESW na'r lleoliad ar y diwrnod.



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## Diwrnod Gwobrwyo a Chyflwyno

Byddwch yn derbyn slot amser i roi cyflwyniad llafar i banel o aseswr yn eich stondin. Dylech:

- Sicrhau bod y cyflwyniad yn dilyn dilyniant rhesymegol
- Cyflwyno eich prosiect
- Egluro eich rolau unigol
- Crynhoi eich ymchwil a'ch syniadau
- Trafod eich datrysiad terfynol
- Ymateb i gwestiynau gan yr aseswr (cofiwch baratoi!)

Dylai'r tîm cyfan ddarparu'r cyflwyniad mewn 10-12 munud a dylech fod yn frwdfrydig bob amser.

Ewch i weld eich cwmni cyn y digwyddiad i roi eich cyflwyniad i'ch peiriannydd cyswilt a'i gydweithwyr.

Bydd yr aseswyr yn enwebu timau ar gyfer y gwobrau ac efallai y bydd noddwyr gwobrau yn ymweld â'ch stondin yn ystod sesiwn y prynhawn.

Gweler tudalennau 6 a 7 eich llawlyfr EESW am ragor o wybodaeth ac arweiniad.



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