Report Checklist

When you think you are finished with your report, you should go through this checklist in order to see if everything is OK before you deliver the report. Since the assignment and the report are not graded, we need to set some minimum criteria in order to say if the work will be approved or not. This checklist represents the minimum requirements for the assignment and the delivered report. If any of the items in the checklist are not OK, the work will automatically not be approved. In addition to the checklist, an overall assessment will be carried out to see if you have done enough to pass the assignment.

You don't need to deliver this checklist, just make sure you have fulfilled all items in the list.

#	Item	OK
1	I have included a separate **Title page** with a Title and your Name. Typically, a Date is also appropriate to include.	☐
2	My **Headings/Chapters** are using **numbering**, e.g., "1 Heading1", "1.1 Heading2", etc.	☐
3	I always start each **Chapter** and **Subchapter** with a short introduction text before I present any Figures, Tables, a list of bullet points, etc.	☐
4	I have NOT used any **Figures**, **Tables** or directly copied **Equations** from the Assignment since I don't learn anything doing this. I have made my own Figure, Sketches, Tables, etc. where I show how I understands it and presenting my work (not others).	☐
5	I have NOT used the words "**I**", "**My**" or "**We**" in the text, meaning I have NOT written like this "In **my** application **I** have implemented a PID controller using LabVIEW…", but I have written something like this "In the application a PID controller has been implemented using LabVIEW…".	☐
6	For each **Figure** I have added a Figure number and Figure Title below the Figure, e.g., "Figure 2-3: Overview of Control System". It also looks better when the Figure is centered.	☐
7	For each **Figure** I have referred to that Figure in the text, e.g., "In Figure 2-3 we see the control system developed in this project. The control system consists of a PID controller…"	☐
8	For each **Table** I have added a Table number and Table title **ABOVE** the Table, e.g., "Table 3-4: PID Parameters for selected Tuning methods"	☐
9	For each **Table** I have referred to that Table in the text, e.g., "In Table 3-4 we see the PID parameters for the different tuning methods used in this project, these tuning methods…."	☐

10	The **Equations** are centered and have an Equation number that is right centered, e.g., $$y = ax + b \quad (2\text{-}1)$$	☐
11	For each **Equation** I have referred to that Equation in the text, e.g., "From eq. (2-1) we see the linear relationship between the input signal and the output signal"	☐
12	I have NOT copied any **Equations** from the Assignments and passed them in as a Figure my report	☐
13	I have NOT used multiplication sign "*" in equations (e.g., y=a*x + b). I don't use that when typing equations with pen and paper, so I don't need to use it in a report either. I have also never seen it in any equations in any textbook I have read.	☐
14	In equations I typically use letters not "words", e.g., K_p for pump gain, NOT k_{pump} or something. Then, in the text below the formula/equation I explain what K_p is with a proper unit.	☐
15	In formulas and equations, I try to use upper case for constants (e.g. G or F) and lower case for variables (e.g., x, y, u) (but no rule without exception)	☐
16	I have NOT used words/sentences like "**I** am a **student**…", "In this **assignment we** shall…", "In **task** 4 **we** are supposed to do…"	☐
17	I have included **Units** in all my **plots/charts**, both on the x-axis and on the y-axis, this yields for plots/charts created in LabVIEW, C# but also for plots/charts created in Excel, etc.	☐
18	I have included **Units** in my **GUI**, e.g. for input fields for Ti or when presenting, e.g., a temperature value T=20°C	☐
19	I have included **Units** when presenting values and doing calculations inside the report/lab summary, e.g., Kp=3, Ti=20s	☐
20	**Number of decimals**: I have NOT presented values from e.g., a temperature sensor with 4+ decimals in my GUI or inside the report since this makes no sense because a temperature sensor is not that accurate. I have checked the **datasheet** for the sensor I am using.	☐
21	My **GUI**s are well structured and intuitive, e.g., the "Stop/Exit" button is placed in the lower right corner, elements in the GUI are logical structured, etc.	☐
22	The LabVIEW code flows from left to right, the LabVIEW code don't look like "**spaghetti**".	☐

23	I have created and used **SubVIs** in my LabVIEW code, I have also created an "Icon" since it takes just a few seconds to make a simple icon just using words or letters like this:  and it makes it so much easier to maintain and understand the code.	☐
24	I am not using any "strong" **colors** except for e.g., alarm handling or other situations that require "strong" colors	☐
25	**Buttons**: Since the button has a text inside saying "Stop", I have hidden the button label "Stop Button" that is by default is placed above the button.	☐
26	I have used **proper names and labeling** for my VIs (NOT like "Test1.vi", "Peters PID Controller.vi"), variables (NOT "Numeric Control" but e.g., "Temperature"), user interface objects (NOT "Waveform Chart" but e.g., "Temperature Chart"), etc.	☐
27	I have spelled **LabVIEW** correct, NOT "LABVIEW", Lab View", "Labview", etc. This yields for other nouns, product name, corporate names, etc.	☐
28	The results of my work are **discussed**, e.g., "The Skogestad tuning gives better control performance than the Ziegler-Nichols method when used in the simulator…" and/or something like this: "The results from the simulations given in Table 3-4 shows that the control system works fine when applying a step response. The performance is also good when applying noise to the signal"	☐
29	I have seen the "**Big picture**", meaning I have not focused on unnecessary details or included very basic stuff, nor am I talking about "Task 1", "Task 2", etc.	☐
30	I have included a **Conclusion** since a conclusion is always needed in a report. The conclusion makes sense and provide useful information to the reader regarding the technical work that has been done. I have shortly and precisely summarized my results and drawn conclusions, I have NOT written how much I have learned, or saying things like "This lab assignment was fun", "This will be useful when I get a job", etc.	☐
31	**References** have been included since I use information from other sources than the assignment or information provided by the supervisor. In addition to the Reference list itself, I have inside the report where the source is used referred to the reference using a number, e.g., [2], e.g., "From [2] we know that there are a linear relationship between the voltage and the temperature value in degrees Celsius."	☐
32	I have done/implemented (or at least tried) all the major parts of the assignment, and I have also addressed those in the report.	☐

33	I have read the entire report and I have found no obvious mistakes, **spelling mistakes**, etc.	☐
34	After I have generated the final **PDF** file, I have opened it and read through the entire text and have not been able to find obvious mistakes, spelling mistakes, etc. I have also checked that there are none “Reference not found…”, etc.	☐