# Checklist for Submitting Interim Report of

# KON 4901E Control and Engineering Design Project I (Students)

Fill this checklist to ensure your report meets all requirements:

## **Content Checklist**

* **Summary**: Concise overview written at the end; includes goals, methods, and expected outcomes.
* **Purpose and Importance**: Objectives are clear, with significance explained and supported by data or references.
* **Design Problem**: Design criteria are explicitly stated and linked to objectives and the problem statement. More than one criterion is described clearly.
* **Literature Review**: All relevant previous work have been summarized and cited properly.
* **Development Plan**: Includes timeline, task distribution, and work packages; Gantt chart is provided.
* **Risk Plan**: Risks are identified, mitigation measures are described, and alternative (Plan B) strategies are provided.
* **Relevant Standards**: Relevant standards are identified, described, and linked to project goals.
* **Impact of the Study**: Broader impacts (societal, environmental, economic, ethical) are analysed. Metrics are given for the evaluation of the success of the project.
* **Bibliography**: All references are cited and properly formatted.

## **Formatting Checklist**

* Used provided template and followed all formatting guidelines.
* Section headings are clearly distinguished.
* Text is double-aligned and free of widows/orphans at page breaks.
* Figures and tables are high resolution, numbered, and captioned.
* All visuals and references are cited within the text.
* Proper use of boldface and italic fonts.
* Appendices are labelled correctly and relevant.

## **Submission and Academic Integrity Checklist**

* Submitted in PDF format on the Ninova system before the deadline.
* All text from other sources is clearly marked (e.g., quotation marks).
* I tools were only used for wording improvements, not content generation.
* Report is ready to be checked for plagiarism and fraud using tools like Turnitin.