51
Senior Project
How to Make a Poster and Write a Technical Report
A poster presents a concise story about your project work.

Popular for presenting

- Work-in-Progress

Fosters interaction

Great for showing

- (Experimental) results
- Successful and unsuccessful approaches
- Lessons learned
A poster can range from simple text to elaborate productions. Graphics are good. Minimize long text areas. Get the attention of the viewer so you can fill in the rest of the story.
Your poster will have information about your project’s purpose, activities, and results.

- Visual aids supporting your project information should predominate.
- Depending on the project, different aspects may be emphasized more than others:
  - Motivation
  - Background Information
  - Process (Methodology)
  - System Features
  - Design
  - Technologies Utilized (and Rationale)
  - Delivered Product
  - Future Work / Lessons Learned
Prepare the content of your poster similar to how you prepare a paper or presentation.

- Gather the main points to be presented
- Write an outline of the main points you want to highlight
- Gather the graphics/visual aids that will supplement your points
- You will most likely have more information than you can present on the poster
  - Refine the text and graphics to create a concise, cohesive message
  - Leave out unnecessary details
  - Use graphs instead of tables
- Discuss your proposed poster with your faculty coach and project sponsor
Think in terms of regions of information on your poster.

- Always attempt to keep text and graphic images as close together as possible.
- Use physical space to set concepts and headings apart.
You should make use of standard reading conventions when placing elements on the poster.

- Left to right, Top to bottom
- If this becomes impractical, use an arrangement which minimizes severe jumps.
If you can not follow a standard flow you can use numbers to guide the viewer.
There are constraints that you should follow when making your poster.

Poster size: 30” H x 40” W

**Text**
- Heading titles: 28 - 36 pt
- Body text: 18 - 24pt
- Line spacing: 1.5 to double space
- No more than 1/3 of the poster area

**Graphics**
- Diagrams: 8 x 10
- Graphs: 6 x 8, 8 x 10
- Screenshots: 6 x 8, 8 x 10
- Photographs: 3 x 3, 4 x 5 are good
- Screenshots are a nice addition

Readable from 4ft away, i.e. two deep at the poster.
Be particularly careful with your use of color.

- Be sure that the color of the background and the color of the text contrast well.
- Try to avoid overly bright colors – distracting
- Use color
  - *When it helps to demonstrate a point*
  - *As an accent*
  - *For borders or to separate regions of the poster*
- Avoid: red-green, red-black
- Best for readability: white-black
Here are two websites that you can use to check color combinations on your poster.

- Color Vision (simulation of text)

- Vischeck (images or web pages)
There is a PowerPoint template available that is setup for a 30x40 landscape poster.
Each team will provide poster files on a CD, DVD, or USB drive.

- Put team name and primary contact on media
- Put README file in top-level directory holding team name, project sponsor, project name, and contact information for all team members
- Provide the following files
  - Native original format, i.e. PowerPoint, Photoshop, ...
  - Full-size PDF (30h x 40w inches)
  - Thumbnail (225h x 300w pixels) JPEG
  - Full-size TIFF, if you can easily create it full size
- Posters will be printed & mounted for you
- Some posters will be framed and hung in the department (after the presentations)
You will present your poster at Senior Project Poster Day in conjunction with the annual IAB meeting.

- Be prepared for “So tell me about your project.”
  - Practice your “elevator talk” reply to this question
  - Let the viewer’s questions drive the detailed discussion
- Two team members at the poster at all time
- Standard presentation guidelines apply
  - Dress appropriately
  - Be friendly
  - A demo can be a nice touch
The faculty and IAB will judge your presentation and poster for a Best Senior Project prize.

- Several qualities considered, in general:
  - *Project Discussion*
  - *Poster Content*
  - *Aesthetic Appeal / Design*
The Technical Report template outlines the topics that you will discuss.

**Project Name**

**Team Name**

Team Member 1
Team Member 2
Team Member 3
Team Member 4
Team Member 5
Team Member 6

**Project Sponsor**

Sponsor’s Representative(s)

**Faculty Coach**

Faculty Coach’s Name

<table>
<thead>
<tr>
<th>Project Overview</th>
<th>System Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Requirements</td>
<td>Process and Product Metrics</td>
</tr>
<tr>
<td>Constraints</td>
<td>Product State at Time of Delivery</td>
</tr>
<tr>
<td>Development Process</td>
<td>Project Reflection</td>
</tr>
<tr>
<td>Project Schedule: Planned and Actual</td>
<td>References</td>
</tr>
</tbody>
</table>

**Typical length is 15 to 20 pages.**
There are several important dates that you should remember to finish senior project.

<table>
<thead>
<tr>
<th>Important Dates for Senior Project Second Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ask coach</strong></td>
</tr>
<tr>
<td><strong>Wednesday, 22 April, 4:30pm</strong></td>
</tr>
<tr>
<td>Draft project poster for review</td>
</tr>
<tr>
<td><strong>Friday, 1 May, 11:30am – 2:00pm</strong></td>
</tr>
<tr>
<td>Project poster media to Prof. Vallino</td>
</tr>
<tr>
<td><strong>Friday, 8 May, 12:30pm – 1:30pm</strong></td>
</tr>
<tr>
<td>Draft final presentation for review</td>
</tr>
<tr>
<td><strong>Tuesday, 5 May, 4 – 6:30pm</strong></td>
</tr>
<tr>
<td>Senior Project Poster Signing Lunch, GOL 1610</td>
</tr>
<tr>
<td><strong>Thursday, 7 May</strong></td>
</tr>
<tr>
<td>Final Presentations, GOL 1400</td>
</tr>
<tr>
<td><strong>Tuesday, 12 May</strong></td>
</tr>
<tr>
<td>Draft technical report for review</td>
</tr>
<tr>
<td><strong>Finals week, ask coach</strong></td>
</tr>
<tr>
<td>Team final reflection meeting</td>
</tr>
<tr>
<td><strong>Thursday, 21 May, 4:30pm</strong></td>
</tr>
<tr>
<td>CD/DVD/USB drive with project artifacts submitted to department office</td>
</tr>
<tr>
<td><strong>Thursday, 21 May, 11:59pm</strong></td>
</tr>
<tr>
<td>Final technical report submitted to myCourses dropbox</td>
</tr>
</tbody>
</table>