

CLASS NOTES: 10/9- Hardware Document

Writing Faculty: Nicole Kelley (617-285-5568), Jennifer Craig (x2-3841)

The best way to tackle a major group document is to break it up into manageable chunks. As a group, fill in what you think your audience wants to see in each piece. Then arrange the sections in the best order. This will serve as your outline. Keep in mind that your outline may change as you start adding the pieces together (some may merge, others may separate into smaller chunks).

Revision is a perfectly normal, healthy part of the writing process.

Front Matter		
1. TITLE PAGE	2. EXECUTIVE SUMMARY	3. TABLE OF CONTENTS TABLE OF FIGURES
Body Sections		
4. INTRODUCTION	5. HIGH LEVEL REQs SYSTEM REQs CONSTRAINTS	6. OVERALL DESIGN
7. DETAILED DESIGN	8. DESIGN ANALYSIS/ DISCUSSION (SUBTEAMS)	9. CONCLUSION (ISSUES/ RISK/ TRADES STATUS & PLAN)
End Matter		
10. REFERENCES	11. APPENDICES/ REF. MATERIALS	12. FIGURES/ CALCs

