

Recommended Format for the Failure Analysis Report:

Title: _____
Date: _____
To: T.D. Burleigh, Professor
Metallurgical & Materials Engineering Dept., MSKU
From: Your Name
(include your email address)

1. Executive Abstract: (starts on page 1)

One paragraph description of the problem, the results, and the recommended solution. (This is named “executive” because many managers will not have time to read beyond the first page.)

2. Background Information:

Provide any necessary information in order that the reader can understand the problem. (This can start on page 1 if there is room.) Include figures.

3. Literature Review: (only include if relevant)

4. Analysis Procedure: (describe the equipment, procedure or chemicals you used)

5. Results and Discussion:

The best approach is to walk the reader through your investigation by way of photos, micrographs, and/or schematics. These are all called “Figures” and should be numbered, include a figure caption and a scale bar, and these are placed after their first mention in the text. You will use these exact same figures in your 10-minute oral presentation.

6. Recommendations:

What should be done to prevent this problem from reoccurring.

7. Summary:

Briefly summarize the problem, your results, and your recommendations.

8. References:

Previous reports, sources or literature that you referenced above.

9. Biographical Sketch of the Principal Investigator.

A one-paragraph description of your credentials.

For MME 3516: 8 pages minimum, 10 pages maximum, and include page numbers and many figures. Plagiarism will result in a zero grade. Your grade will be based on your information, the depth, and whether or not you followed the format. You will not be graded on your English grammar or sentence structure.