

## FINAL PROJECT REPORT

The Final Project Report is a project deliverable and shall be submitted in accordance with the milestone and deliverable schedule specified in Appendix 1 of the Scope of Work.

### FINAL REPORT FORMAT

- **Cover Page**  
Include a cover page with your Final Project Report. The cover page should include the project title, DCP project number, date, and a recommended citation.
- **Executive Summary**  
This section is a summary of key points from the Final Project Report.
- **Introduction**  
Include the following subheadings and/or content:
  - Description of the Project
  - Background and Need for the Project
  - Goals and Objectives of the Project (as stated in your Scope of Work)
- **Methods and Materials**  
Include a detailed account of how the project was carried out, including all materials, equipment, and procedures used.
- **Results**  
Present key findings of the project. Include a summary of data, and any relevant tables or graphs that aid in visualizing data.
- **Discussion**  
Include your interpretation of results here. State whether the project goals and objectives were met, and why or why not.
- **Recommendations**  
This section may include recommendations for new project objectives, future studies, or changes to methodologies.
- **Literature Cited**