

## **S-72.124 PRODUCT DEVELOPMENT OF TELECOMMUNICATION SYSTEMS**

NOTE: Each group must send final presentation slides and Checkpoint presentation slides (if done) via email to [mika.nupponen@hut.fi](mailto:mika.nupponen@hut.fi) no later than 7.12.2005.

### ***GUIDELINES FOR WORKSHOP REPORTING***

Workshop groups will submit final reports after the Workshop. The reports are based on the work done during the workshop.

Each group will write two (2) reports:

- Report A) should document the results to the company
- Report B) should cover the product/service development process and intermediate results of the workshop.

The Group is free to choose the formal style and structure of the reports.

The maximum length of the Report A (to Teleste) is 5 pages without Annexes. Concentrate in this report to the results and not to the methods. Include all extra/additional material to in the appendices.

Report B (to HUT) should cover the applied product/service development process and intermediate results of the workshop. In report B references to interviews, literature and papers used in the study are required. The groups are free to choose a suitable standard for references as long as it is detailed enough and used throughout the report. An example of report B writing structure is found in appendix 1.

The reports should be returned in before 13<sup>th</sup> of January 2006, 16:00.

- One copy of each report in paper format into the course postbox at Otakaari 5. (E-wing, 3<sup>rd</sup> floor) and
- In electronic format via email to: [mika.nupponen@hut.fi](mailto:mika.nupponen@hut.fi)  
A Suitable format is for example Word or OpenOffice text document. NOTE: Please use the following names in your files (replace "X" with your group number):  
One file should cover the Report A, name:  
"GROUP\_X\_TELESTE"  
One file (if needed) the Appendices of Report A:  
"GROUP\_X\_TELESTE\_APPENDICES"  
One file for Report B: Named as: "GROUP\_X\_HUT"

Reports submitted late will result in lower assignment grades.

## ***Appendix 1. Example of a reporting structure to HUT***

### **Report B: The Report of Product Development Process**

**Title**

**Executive Summary**

**Table of contents**

**1. Introduction**

**1.1 Background**

**1.2 The Problem**

**1.3 Objectives of the study**

**1.4 Scope of the study**

**2. Description of the Product Development Process**

**3. Results of the study (Analyses) and intermediate results**

**4. Reliability of the study**

**5. Conclusions**

**( References)**

**Appendices (notes etc.)**