

Final report packet instructions

REN Capstone 2010
Due May 28th, 2010
As Word document to TA

The Final Report Packet (FRP) will contain the following sections in this order:

- ☞ Cover page
- ☞ Table of contents
- ☞ Project summary
- ☞ As-built report
- ☞ Stewardship plan

It will be turned in as a Word document that will be converted to a PDF (by your TA) for archiving and posting on the UW-REN website. Specifications for each section are as follows:

Cover Page

Center justification, 14 pt font or larger

- Project name, location, year, and client name and affiliation
- One photo of the project site – one with strong contrasts that ‘embodies’ your project – OR a combined before and after photo
- Project team members with major field of study and campus affiliation
- “University of Washington Restoration Ecology Network Capstone Course 2009-10”

Table of Contents

Left justification, 12 pt font

- Standard format for reports
- List of figures
- List of tables
- Appendices

Project Summary

Full justification, 12 pt font

- Project name, location, year, and client name and affiliation
- One 'before' and one 'after' photo side by side with titles
- Brief summary narrative of the project that describes:
 - the site before project implementation
 - the 'problem' requiring restoration action in ecological terms
 - the reference ecosystem (target) for the project
 - the approach(es) taken to solve the 'problem(s)' including a bullet list of the goals again in ecological terms
 - brief bulleted list of major accomplishments - # of plants installed, habitat features, quantities of invasives removed, community members engaged, etc.
- Team photo with client, title with everyone's name
- Contact info for team
- Acknowledgements – donors, volunteers, clients
- UW tri-campus logo, UW-REN logo and any logo of client's organization

As-built Report

Full justification, 12 pt font

Include a full copy of the as-built report as detailed in the as-built report instructions.

Stewardship Plan

Full justification, 12 pt font

Include a full copy of the stewardship plan final draft as detailed in the stewardship plan instructions.