

PROGRESS REPORT ASSIGNMENT

Progress Report

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Progress reports inform management about the status of a project. Submitted regularly throughout the life of the project, they let the readers know whether work is progressing satisfactorily—that is, within the project’s budget and time limitations. To write an effective progress report, follow the usual process. Evaluate your audience’s knowledge and needs. Determine how much they know, what they expect to find in your report, and how they will use the information.

Assignment

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Write a memo addressed to your instructor declaring the progress of your research project. You may use your revised proposal outline to guide your report. Also indicate how any previous class writing assignments can integrate into your final project.

This is an in-class writing assignment.

Organization

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The standard sections are the following:

- Introduction
- Work Completed
- Work Scheduled
- Problems

In the Introduction, name the project, define the time period covered by the report, and state the purpose: to inform readers about the current status of the project.

In the Work Completed section, specific the time period, divide the project into major tasks, and report the appropriate details.

In the Work Scheduled section, explain the work that will occur on each major task in the next time period. Identify the individuals responsible for each scheduled section

In the problems section, discuss any special topics or concerns that require the reader’s attention, propose possible solutions to the problems, and discuss the group’s effectiveness.