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14 Imagine that you are working on a two-year IT project. Write the first quarterly progress report to the manager of the project.

To : Manager, ABC Project

From : Project head, ABC Project

Date : October 16, 2020

Subject : Progress Report 1 : Planning for Designing Prototype.

Because our ABC Project members are working on designing the prototype, we are working hard to accomplish perfect model possible. This report outlines the accomplishments, the work remaining, and one problem encountered.

WORK COMPLETED (September 5 - October 16, 2020)

We are marking a few things off the to-do list, with our current level of enthusiasm, we will get there. In this time period, we collected all the requirements that were required for the project and analyzed it.

WORK SCHEDULE

The remaining work is to design prototype, implement it, test,



deploy and maintain it.

## ~~DESIGN~~ Design

We have started to design the prototype once it is verified we would design final model.

## Implementation

In this section, the passed prototype will be implemented. May be it will start from next month.

## Test

Once the implementation is done, we will ~~work~~ test it for various users to verify that it would work properly.

## Deploy

After the test, if it give positive result, we would deploy it for certain member to work using our project model.

## Maintenance

If we found any error during deployment, we will address it in this section.

## PROBLEMS / PROJECTIONS

The designing will be complemented with in the end of this month but if client request any change in the requirement it may delay our work and the designing may complete after first week of November.