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**PROGRESS REPORT**

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Date: March 29, 2006  
To: Dan Riordan, Practicum Manager  
From: Julia Seeger  
Subject: Progress Report on Construction Manual

**SUMMARY**

I am working on developing a user manual for the Universal Test Machine, TestWorks QT, for the UW-Stout Construction Lab. Tests have been modified for the students' use, which will require a new set of instructions. The instructions will be designed to help guide the student through machine setup, starting up the TestWorks QT software program, running the test, and proper shutdown.

**WORK COMPLETED**

The client and I have decided that the manual will be hard copy, 5.5" × 8", bound with a plastic spiral. Each step of the process will include an illustration. The client decided that the manual would include instructions for three different types of tests: Bending, Compression, and Tensile. I have written instructions for the Compression test. Additional information will be added after the client reviews the instructions. Thursday, March 28, I met with the client in the construction lab where approximately 15 photos were taken for the Tensile, Compression, and Bending tests. All photos will use JPG format.

**WORK SCHEDULED**

Digital photos of the Bending, Compression, and Tensile tests will be viewed and enhanced using Photoshop. I plan to have the photos prepared and sent to the client by Wednesday to view and approve.

The next client meeting occurs on April 6. After that meeting I will develop the written instructions. The client will receive the rough draft of the instructions by April 15.

**PROBLEMS**

The Universal Test machine is scheduled to be used for classes during the only hours I have free to conduct usability testing in the instructions. At present no students have agreed to serve as usability testers. I will work with the lab instructor to resolve these issues.

**Outline Reports**

An expanded outline is a common type of report, set up like a résumé, with distinct headings. This form often accompanies an oral presentation. The speaker follows the outline, explaining details at the appropriate places. Procedural specifications and retail management reports often use this form. The brevity of the form allows the writer to condense material, but of course the reader must be able to comprehend the condensed information. To write this kind of report, follow these guidelines: