



Progress Reports

Which of the following activities are essential happenings of an organization?

Assigning tasks to different departments

Taking up projects both external and internal

Procuring bids and contracts

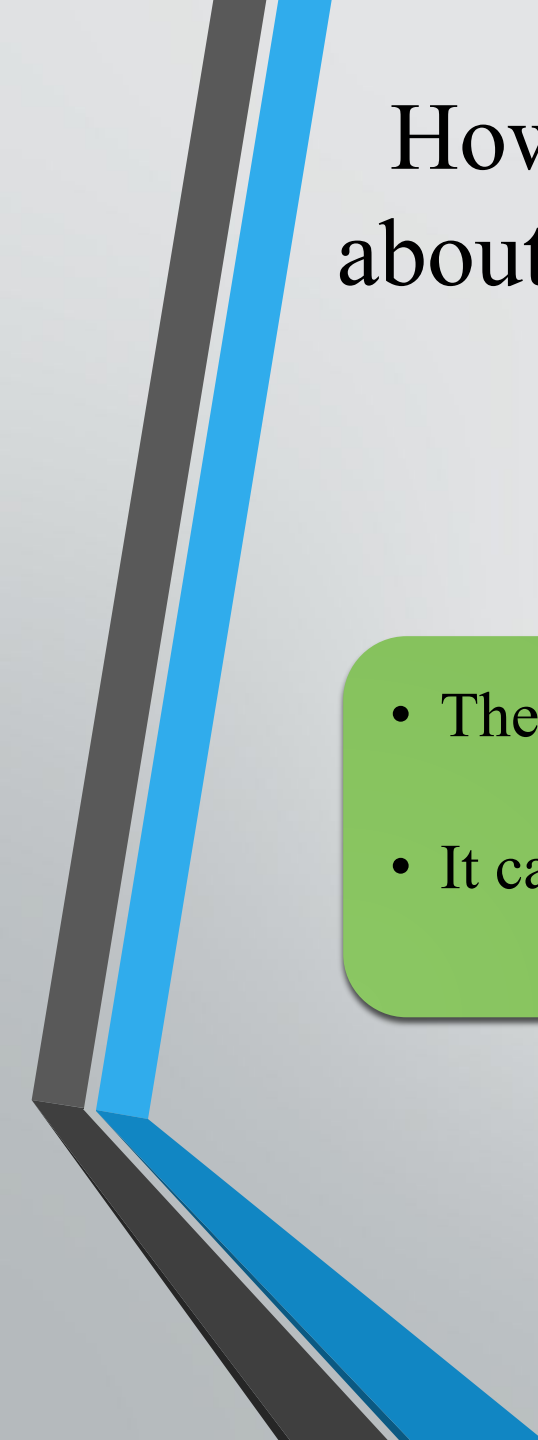
Which of the following are duties of higher management?

Controlling tasks and operations

Monitoring work in progress

Evaluating and assessing the work under progress and work completed

Keeping up-to-date as regards the progress of projects and tasks



How do departments and project managers inform about the progress and status of the projects assigned to them??

- The progress report or status report.
- It can be both oral or written.

Progress Report

It is a report that **informs** the reader about the status of the progress of a given project under completion.

Note: The number of progress reports for any project along with the time period, after which a progress report will be produced, is usually decided in the beginning of the project.



Possible number of Progress Reports You May Need to Write

If a Project is 6 months long, then after every fortnight (14 days), you may directed to provide a written progress report

PR-1 (Jan1-Jan14)

PR-2 (Jan 15-Jan28)

Action Plans may include



Timelines

Tasks to
accomplish with
dates, deliverables

Assignment of
tasks to members

Budget, time
allotted

Purpose of a Progress report

To update and inform higher management so that they can assess costs and potential successful completion by established deadline.

Inform readers who are absent from the site.

Obtain the required assistance or changes in the original plan.

Share concerns regarding completion and success of the project and facilitate informed decision making.

Progress Report Format



A memo

A
letter/email

Formal
Report

Parts and organization of a progress report

1. Introduction

2. Work Completed

3. Work Remaining

4.
Adjustments/Problems
if any

5. Conclusion

Introduction

Mention the purpose of the report. (E.g. The purpose of this report is to state the progress made from January 1 to January 14 pertaining to the E-Academy Website project.)

Discuss the project under completion. State its aims.

Revise the previous progress achieved, milestones achieved.

Restate how previous problems were solved.

Discuss changes in the scope or aims of the project if any.

Work Completed

1. Discuss all tasks achieved date wise or topic-wise (dates still need to be included).

2. Provide details of how the tasks were achieved.

3. Discuss to what extent the execution plan was followed.

4. Discuss the role of each team or team member and his/her tasks accomplished.

Work Completed Topic-wise Example

Review of Literature:

15 research papers were downloaded from Taylor and Francis on January 8. LEJ was visited on January 10 and a total of 16 research papers and 7 books were downloaded.

Data Collection:

The research questionnaire was adapted to suit the context on January 11.

The questionnaire was administered to School A on January 12.

Work Remaining

State the tasks scheduled for the next progress report with dates.

Problems/Adjustments

Discuss the problems you encountered.

Discuss how the problem impacted the progress and how it was resolved.

Discuss the adjustments or changes that needed to be made due to the problem or any unexpected occurrence.



Conclusion

- Write the summary of previous sections.
- Evaluate your progress (are you satisfied or not and to what extent)