

Assignment #5: Engineering Progress Report

A 2-3 page progress report.

Due Date: Tuesday, October 30, 2018 at start of class.

Instructions:

In this assignment, you will complete the work you proposed in the first few assignments, in preparation for two-three (2-3) page progress report. Your work will be both informative and persuasive. You will provide information relevant to solutions to the problem you articulated in your proposal continue to advocate for a particular solution/recommendations. Provide updates on any setbacks, challenges, and changes to budgets and/or timelines that you can imagine occurring.

Your audience for this report will be moderately technical—a panel of decision makers who know about as much as you do about engineering; however, other decision makers, such as executives, must also be able to understand your work and the progress on the project.

See the report guidelines discussed in class and found at the *University of Toronto* Engineering Handbook (<http://ecp.engineering.utoronto.ca/online-handbook/types-of-documents/short-reports/>) as well as the textbook, Chapter Nine: Reporting Technical Information, particularly the section on “Status or progress reports” (pp. 194-199) to guide your organization and structure.

You should:

- Summarize what has been accomplished
- Supply information about any problems
- Describe actions you will take to resolve the problems

Also, take into account the document design principles that we have discussed in class, in addition to using professional tone and following engineering conventions.