**Beginning:**

introduction or project description

This section should refresh your reader’s memory on your project and briefly summarize its

central points.

**Middle:**

work completed

**π**π Task 1

**π**π Task 2

This section details the work that you have completed, task by task. If you encountered any problems

with these tasks, you also describe the actions that you took to resolve the difficulties.

work remaining

**π**π Task 3

**π**π Task 4

This section describes the tasks that still remain before you complete the project. It lists the

tasks that remain, but with limited elaboration. Any potential obstacles that you anticipate

may be mentioned here, as well as solutions that you propose.

cost

Report on how much budget has been used to this point and how much remains. Explain any

discrepancies between the plan and reality.

**End:**

overall assessment of progress to date

conclusions and recommendations

Conclude the status report by appraising your progress to this point for your supervisor.

Assess whether you believe the project will be completed as anticipated in the

proposal. If you have any recommendations about changes to the plan or schedule,

include those here.