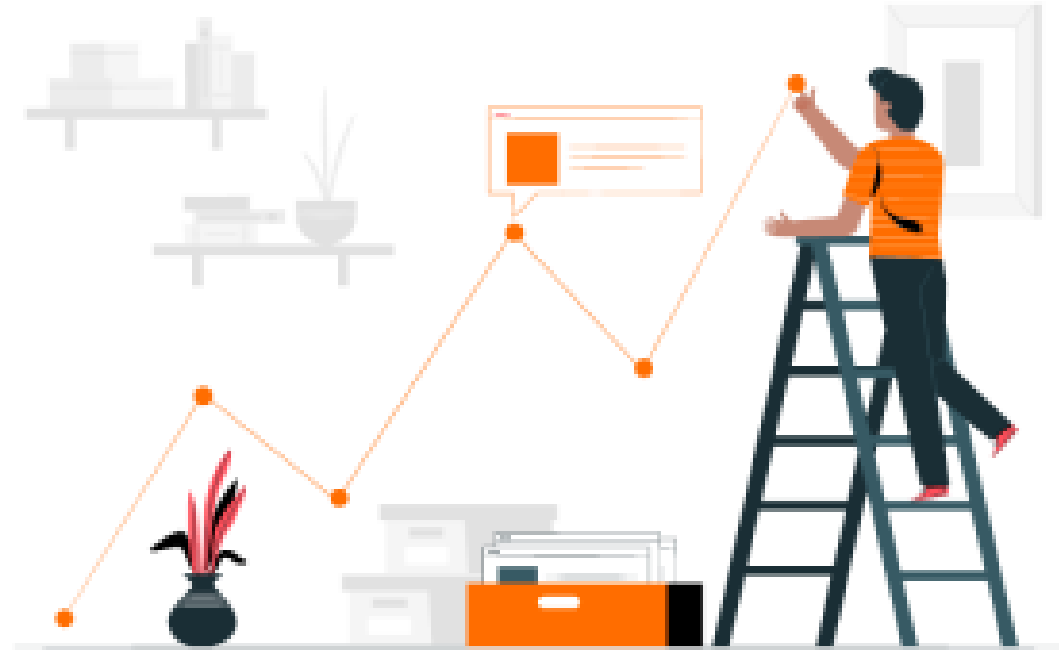


# CS2101 Effective Communication for Computing Professionals



## 9.1 Writing Progress Reports

# Learning outcomes

By the end of the lesson, you will:

- Understand how a progress report should be organised and written
- Apply your understanding in a team progress report for your CS2103T/CS2113T project

# Activity 1: Let's discuss

1. How do employees share the progress of their projects with others?
2. How often do employees share the progress of their projects?
3. What is the purpose of a Progress Report?

# Functions of a progress report

- Reports on the progress of project usually at intervals to **reassure** others
- Creates opportunity for **evaluation** of your work and request for changes
- Gives you a chance to discuss problems in the project and **forewarn** others
- Establishes a **work schedule** to ensure completion of the project



# Activity 2

Analyze 2 sample progress reports

Please refer to Progress report samples.docx in our shared folder.

# Activity 2:

## Analyze the sample progress reports

1. What are the sections (**organization**) of a progress report?
2. What information (**content**) is included in each section?
3. What do you notice about the **presentation** of the sample progress reports?  
(layout, white space, formatting e.g. font size and type, bold, italics, etc.)
4. What do you notice about the **language** used?

# Content and Organisation

## 1. Introduction

- Overview – project/product information, objectives, parties, start and completion dates, % completed

## 2. Work completed

- Output delivered; milestones achieved
- Problems encountered and how they were resolved (if relevant)

## 3. Work remaining

- To-dos, remaining milestones
- Anticipated challenges and how to resolve (if relevant)

## 4. Conclusion

- Recommendations (if relevant) – new course of action/timeline, steps to mitigate further problems
- Any relevant closing (depending on the purpose of writing the report)
  - State your general conclusion on the project's status
  - Reiterate changes in the work plan since the last report
  - May include “call to action”

# Presentation

- Use of headings and sub-headings
- Aesthetic features such as larger font size and color for headings and sub-headings to break visual monotony
- Bullets and tables to organize information for improved readability
- White space between headings and text, and between figures and text





# Language

- Simple
- Straightforward
- Precise

Instead of		write
utilize	▶	use
consequently	▶	as a result
made a decision	▶	decided
<hr/>		
Instead of		write the specific action
get in touch with	▶	call, email, visit
<hr/>		
Instead of		write the specific type
document	▶	report, slides, manual

# Language

- Active voice
- Concrete words

## Passive voice

Research on potential food concessionaires was carried out.

## Active voice but vague

The team researched on potential food concessionaires.

## Active voice and concrete

The team researched on 50 potential food concessionaires.

# Language

- Explain jargon if reader is not from your area of expertise
  - e.g. non-tech client
- Spell out acronyms and abbreviations if it is not common to the reader, although it is obvious to you
  - *Repo* may be *repository* to you, but it means *repurchase agreement* to finance professionals, and *repossess* to car dealers and loan officers

# Language

Present perfect tense to provide initial overview of work completed.

Past simple tense to detail each specific task.

We have completed the following tasks on schedule:

1. Surveyed the target users
2. Identified a user need
3. Decided on a unique selling point

Note on Grammar

# Activity 3: Write a Team Progress Report

You will be meeting your tutor for OP2 consultations in Week 9 Session 2 or Week 10 Session 1.

In order to help your tutor understand the status of your group software project (CS2103T/CS2113T project) , please write a team progress report (2-3 pages) now.

- Write on a shared document.
- Inform your CS2101 tutor about the document (e.g. file name, link) so she/he can monitor what you're writing and provide feedback throughout the process.
- Report on your progress, e.g.
  - understanding the project requirements
  - writing user stories
  - acquiring the technical skills and knowledge
  - conducting the product survey.



- *It may be wise to first plan the report together, then split the sections among team member.*

# Find out more!

- Excellent resource on technical writing

<https://www.e-education.psu.edu/styleforstudents/node/1787>

- Guide: How to write an excellent progress report

<https://blog.weekdone.com/guide-how-to-write-an-excellent-progress-report-sample-template/>

Let's discuss : What's the difference?

Progress  
Report

Project  
Portfolio Page


# Project Portfolio Page

- In week 12, you will be asked to draft a PPP (Project Portfolio Page) for CS2103T/ CS2113T to report your contribution to the project.
- You can refer to the team progress report to remind you of your accomplishments.

## 3 Draft the PPP

- **Create the first version of your *Project Portfolio Page (PPP)*.**

Reason: Each member needs to create a PPP to describe your contribution to the project.

Admin  tP → Deliverables → Project Portfolio Page ★★




At the end of the project each student is required to submit a *Project Portfolio Page*.

### PPP Objectives

- For you to use (e.g. in your resume) as a well-documented data point of your SE experience
- For evaluators to use as a data point for evaluating your project contributions



## PPP Sections to include

- **Overview:** A short overview of your product to provide some context to the reader. The opening 1-2 sentences may be reused by all team members. If your product overview extends beyond 1-2 sentences, the remainder should be written by yourself.
- **Summary of Contributions** --Suggested items to include:
  - **Code contributed:** Give a link to your code on [tP Code Dashboard](#). The link is available in the [Project List Page](#) -- linked to the  icon under your profile picture.
  - **Enhancements implemented:** A summary of the enhancements you implemented.
  - **Contributions to documentation:** Which sections did you contribute to the UG?
  - **Contributions to the DG:** Which sections did you contribute to the DG? Which UML diagrams did you add/updated?
  - **Contributions to team-based tasks :**
  - **Review/mentoring contributions:** Links to PRs reviewed, instances of helping team members in other ways
  - **Contributions beyond the project team:**
    - Evidence of helping others e.g. responses you posted in our forum, bugs you reported in other team's products,
    - Evidence of technical leadership e.g. sharing useful information in the forum



Keep in mind that evaluators will use the PPP to estimate your project effort. We recommend that you mention things that will earn you a fair score e.g., explain how deep the enhancement is, why it is *complete*, how hard it was to implement etc..

- **OPTIONAL Contributions to the Developer Guide (Extracts):** Reproduce the parts in the Developer Guide that you wrote. Alternatively, you can show the various diagrams you contributed.
- **OPTIONAL Contributions to the User Guide (Extracts):** Reproduce the parts in the User Guide that you wrote.

Product  
Information  
(Team)

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- **OPTIONAL Contributions to the User Guide (Extracts):** Reproduce the parts in the User Guide that you wrote.

Your  
contribution

Come with a detailed outline,  
and questions for your tutor.

Come during your allocated slot.

What's  
Next?

Week 9 Session	14- 15			Team progress
Week 9 Session 2	17- 18 Mar	<b>OP2 Consultations</b> Any 2 teams @ 40-45 mins/team		
Week 10 Session 1	21- 22 Mar	<b>OP2 Consultations</b> Any 2 teams @ 40-45 mins/team		
Week 10 Session 2	24- 25 Mar	<b>UGDG In-class Peer Reviews</b>		Team peer feedback for UGDG
Week 11 Session 1	28- 29 Mar	<b>UG Consultations</b> 20 mins/team		
Week 11 Session 2	31 Mar - 1 Apr	<b>CA3 OP2: Product Demo</b> (6-9 mins/team of 2 or 3 <u>pax</u> + 10 mins Q&A)	OP2 20%	
Week 12 Session 1	4 – 5 Apr	<b>CA3 OP2: Product Pitches</b> (6-9 mins/team of 2 or 3 <u>pax</u> + 10 mins Q&A)		
Week 12 Session 2	7 – 8 Apr	<b>OP2 Feedback/ Consultation</b> 25 mins/ team		