CSE/ISY/ITE 4100 Progress Report

# Project Details

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| --- | --- |
| Project Name | <Insert title of project> |
| Reporting Period | <Insert the time period covered by the report, e.g. January – June 2014> |
| Report Compiled by | <Insert your name and USI> |
| Supervisor(s) | <Insert name(s) of supervisor(s)> |
| Date Submitted | <Insert date submitted> |

# Project Overview

Be brief about the project. Provide readers with information about the project’s purpose, clarify its timescale, and remind readers about other important details.

# Work Completed

Describe what work has already been done. One of the best ways to do this is to order the completed tasks chronologically. A table and Gantt chart is useful to present this information.

# Challenges

Specify the problems you encountered while working on the project. Provide explanations of how you solved them or how you are planning to solve them. Also, describe any changes caused by these problems and state whether any assistance on the project is required.

# Future Tasks

Provide your supervisors with information about how you are planning to move forward with the project. Make an outline of future tasks that need to be accomplished during a certain period. Specify dates that will be deadlines for the tasks.

# Summary

Summarize your progress report. In the summary section, you should only give the most essential details about the completed and to-do work. Also include a short description of problems your team encountered and recommendations for their correction.