



PREPARING THE PROGRESS REPORT

CSI 4202 – SYSTEMS DEVELOPMENT PROJECT



What is a Progress Report?

- An assessment of a project
- Conducted at different points of a project or process
- A summary of your achievements or non-achievements and WHY?
- Progress reports are used to determine whether changes are necessary and what changes are required when moving forward in the project
- Progress Reports are written to inform your **supervisor/s, project co-ordinator,** manager, associate, or customer about progress you have made on a project over a certain period of time
- See: <http://www.businessdictionary.com/definition/progress-report.html>

Functions of a Progress Report

- Reassures recipients of the state of your progress
- Provides recipients with a brief look at some of the findings
- Gives recipients a chance to evaluate your work on the project and to request changes
- Gives you a chance to discuss problems in the project and thus to forewarn recipients
- Forces you to make changes to your work schedule so that you'll complete the project on time

Progress Report – Questions to ponder on

1.

What sub-goals have been accomplished?

2.

What part of the work is currently in progress?

3.

What work remains to be done?

4.

What problems have been encountered?

5.

What resources have been expended ?

6.

How the project is going with respect to the assessment of schedule?

7.

What changes should be made to ensure you keep abreast with the schedule?

Organising your Progress Report

■ Introduction

- Purpose of the report
- Reminder of your project's goals
- Period under which you will be reporting
- Bulleted list of achievements

■ Progress Summary

- Expand of the bulleted list of achievements
- The major tasks to be completed summarized in a Gantt chart.

■ Problems Encountered

- E.g. memory management issues, delay in shipment of hardware components, steep learning curve of a programming framework etc.

■ Overall Assessment of the project

- Percentage of work completed
- Percentage of work left to be done
- Are you ahead of schedule? By how much?
- How do you rate your progress?

References

- Progress Reports. Tell them how it's going – or not going

<https://www.prismnet.com/~hcexres/textbook/progprep.html>

- Progress Reports

<http://writing.engr.psu.edu/workbooks/prog.html>

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