



# PROGRESS REPORT



- Progress reports are written to provide information about the way a project is developing
- to convince your audience that you are making progress, that it's the proper progress, and that you will finish on time, or
- to explain problems and to request assistance or guidance
- Force you to establish a work schedule so that you'll complete the project on time.



A progress report lets you document

- The status of the activity
- Explaining what has been accomplished
- What work is remaining

# AUDIENCE

- Instructors
- Supervisor
- Associates
- Customers

# WHAT SHOULD PROGRESS REPORT INCLUDE

Successful progress reports answer the following questions

- How much has been accomplished since the last report?
- Is the project on schedule?
- If not, what went wrong? How has the problem been corrected? How long will it take to get back on schedule?
- Are there any unexpected problems (other than schedule problems)?
- When do you anticipate completion?

# BASIC LAYOUT

- 2 – 3 pages
- Single spaced

# FORMAT OF PROGRESS REPORT

Depending on the size of the progress report, the length and importance of the project, and the recipient, the progress report can take the following forms:

**Memo**--A short, informal report to someone within your organization

**Letter**--A short, informal report sent to someone outside your organization

**Formal report**--A long, formal report sent to someone outside your organization

# ORGANIZATION OF THE PROGRESS REPORT

- Heading
- Introduction
- Discussion
- Conclusion /Recommendations



# HEADING

Date: date of submission

To:

From: Your name

Subject: Include the topic about which you are reporting and the reporting interval (date)

*Example: January Progress Report on Sales Calls*

# INTRODUCTION *(OVERVIEW, BACKGROUND)*

Purpose of the project

Specific objectives of the project

Scope, or limits, of the project

Date the project began; date the project is scheduled to be completed

People or organization working on the project

People or organization for whom the project is being done

Overview of the contents of the progress report

# DISCUSSION (*FINDINGS, BODY, AGENDA*)

2 possibilities for subheadings in this section

## Option #1-Chronological organization

- *Work Completed*
- *Work in Progress*
- *Work Remaining (Gantt chart or a pie chart)*
- *Problems encountered*

## Option #2-Topical organization

- *Task #1*
- *Task #2*
- *Task #3*

Whichever organization you choose, provide a detailed discussion of your progress.

# CONCLUSIONS/RECOMMENDATIONS

Briefly summarize your progress.

Relate back to the originally proposed schedule and deadline.

Reassure the reader that you are adhering to the schedule and that the project will be completed on time.

Emphasize the benefits of the final report.

# SAMPLE ANALYSIS SECTION OF SEEPEE BRIDGE PROGRESS REPORT

*A computer stress analysis has been performed of the bridge and was completed. The analysis includes the limitations that are due to buckling. The method of the analysis was confirmed by hand calculations.*

1. redundancy
2. passive
3. vague
4. ambiguous

# EXERCISE

Write a progress report for your research report.