# Guidelines on Progress Report

The Progress Report is due on the Monday of Week 13.

As you know, the Project is carried out across two units. You need to demonstrate that you have made adequate progress in the first unit before you can proceed to the second unit. The purpose of this (ENS4152/ENS6126) Progress Report is for you to present the work that you have accomplished in the first unit. You should, by now, have a clear idea in terms of (a) what you are doing, (b) why you are doing it, and (c) how you are doing it.

The structure of a report may vary in consultation with your supervisor, however it is expected that most progress reports will include, but not limited to, the following elements:

* Typed in A4 pages in a single column with 1.5 line spacing, 4 cm left margin and 2 cm top, bottom and right margins
* Typed in a clear font of readable size
* While there is no strict page limit, it is a general expectation that the report be no more than a maximum of 50 pages (counting all pages). An average length of a report would be around 30 pages.
* Cover Page, which includes
  + Unit Code and Title
  + The heading “Progress Report”
  + Project Title, Student Name and Student Number
  + Date
  + Supervisor Name at the bottom of the page
* Do not include the logo of any organisation in the report without prior written consent
* Page number shown in all pages except for the front cover page
* Abstract that is no more than 400 words (or one page) in length. It should provide a clear and concise summary of the progress project for a busy reader.
* Table of Contents
* Introduction
* Background/Literature Review
* Proposed Approach
* Preliminary Results and Discussions
* Conclusion
* References

For group project, each group member **must** write and submit their own individual progress report, focusing on their part of the work.

Any relevant materials that you have previously presented in your Proposal and Risk Assessment Report can be included in this Progress Report. Also, any relevant materials in this (ENS4152/ENS6126) Progress Report can be subsequently used in your (ENS4253/ENS6127) Final Report. You are to progressively work towards your Final Report.

Adequate and relevant references (of good quality) should be provided with complete details and in a consistent and correct format. These are not bibliography. All references must be cited (properly) in text.

You must use formal English when writing your report. Spoken English, slang, informal abbreviations and first person pronouns are to be avoided.

Proofread your report again and again. It should be of a professional quality and free from any typographically, grammatical and formatting errors.

Maximum file size: 20 MB