To:

From:

Date:

Subject: Progress report on [enter the name of your project here]

# Status Summary

Memo format is frequently used for internal progress reports. External reports often use a letter format instead. Fill in this memo template to create your progress report.

Your introduction should review the purpose and scope of your project (what are you doing? Why are you doing it?) and overview the contents of this progress report.

# Project Overview

|  |  |  |  |
| --- | --- | --- | --- |
| task | % Done | Due date | notes |
| Break down the project into separate tasks. |  | Don’t | Provide notes when necessary to ensure your project description is detailed. |
| List tasks that have been completed. |  | skip | See [Table 1 in OTC Chapter 2.4.](https://alg.manifoldapp.org/read/open-technical-communication/section/732cb3dd-26de-4732-a854-4184dd2fae86) |
| List tasks that are currently in progress. |  | making | Use complete sentences and first or third person to describe items in detail. |
| List tasks that are not yet completed. |  | your | Provide specifics—avoid relying on vague, overly general statements about the work you've done on the final report project. |
| Break individual tasks down into individual items. |  | Timeline! | This section is formatted as a table. Add cells to this table as necessary. |
|  |  |  |  |

# issues and Questions

|  |  |
| --- | --- |
| issue | Resolved |
| Describe what problems or unexpected things have happened. Use complete sentences and the first person to describe items in detail. | If issues have been resolved, briefly summarize. |
| You might also use this space to ask questions. | This section is formatted as a table. Add cells to this table as necessary. |
|  |  |

# CONCLUSIONS/RECOMMENDATIONS

In your conclusion section, provide an overall assessment of your status on the project to date. Remember that many readers will skip everything else and read the conclusion first. Summarize; do not repeat the details of the project overview. Alert recipients to changes or problems in the project, but maintain a positive tone to assure your audience all is well and going to plan. Don’t polish a turd, but also don’t self-lacerate or apologize for setbacks or breakdowns.