

GENG8000

In-Class Activity

Occasional Progress Report (taken from your textbook, "Writing in the Technical Fields", 2nd Edition, Thorsten Ewald).

Your report should be 1 page in length.

Occasional Progress Report

You have accompanied your installation team (names above) to St. John's to install the motion cinema equipment at the Royal Newfoundland Museum of History. Not including the delays caused by the stage-hoisting incident, the assembly in Calgary took your four-person team just under four weeks. You have scheduled the install for four weeks.

Progress has generally been good. However, today you unloaded container #37, which contained strut assemblies for the motion stage. These assemblies, consisting of tubular steel trusses, are connected using flanges and bolts. The bolts are not in the container.

Writing in the Technical Fields

The containers have all been numbered, but you don't have a complete manifest of what's in each container. You've opened a couple of other containers containing similar assemblies, but those don't contain any bolts either. You have no idea where the bolts might be.

You call head office in Calgary, but they can't locate them either. The bolts have either gone missing in Calgary or have been placed in some other container, possibly one that hasn't been delivered yet.

You have no choice. Because these bolts are specifically manufactured for you by a small plant in Saskatchewan and are not available at your local hardware store, you call your supplier and ask them to air ship the required four dozen bolts. The bolts cost \$25 each and air freight, given that this will be a rush order and that the weight will be considerable, will cost, according to Canpar's website, \$758.23, plus GST. However, you cannot proceed until you have those bolts. Nor can you start on another part of the assembly because the necessary containers have not yet arrived. It's Monday today. The bolts won't arrive until Wednesday, possibly quite late.

You are now looking at a three-day delay. For those three days your crew will accrue per diems and costs for accommodations. It also seems likely that similar delays will plague the rest of the install, so it's difficult to estimate a final completion date.

Write a quick (occasional) progress report to your CEO, Greg Smithson, and copy the head of the museum, Dr. Caroline Sauder. Make up any reasonable information that you would add to this report, but which has not been included in this write-up.