***Guidelines for Writing a Progress Report***

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*Here is a sample format for your progress report. You can go fancy if you feel like, but the bottom line is that you include the following essential information in your report so that your report will maintain its own self-sufficiency.*

*Note that the title and other details below give the reader a good context of this correspondence – Who’s writing this for whom, for what purposes. You may have a separate cover page with the following information if you are writing a more elaborate report, but whatever you are writing, you still need the information to ‘make sense’ of the report.*

Title page

**Title [Be specific – tell what this report is, not what this report is about. Say for example ‘Current Progress of the Evaluation Project’, instead of ‘The Evaluation Project’]**

*Prepared by*: [Who prepared this document? Was it prepared by a group, or by an organisational unit?]

*Prepared for*: [Who is the targeted audience? Specify the group and/or individual(s) for whom this document was prepared.]

*Date submi*tted: [This is self-evident…]

*Cc*: [Who should be informed of this correspondence? Can be none though.]

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*Here are four types of information I tend to suggest my students to include in their progress reports. Note that they are types of information you better cover in the report, not the sections you have to have in your report.*

*For example, you might like to provide a summary of the project as part of the introduction, or you might like to have its separate from the introduction. There is no correct answer to this, and as long as it tells a story well, your report is actually a good report. So think about in what way you can tell your story best.*

**Introduction**

A good introduction tends to have three types of information: 1) Background [e.g. why you are writing this document, only to make sense of the purpose of this document], 2) Aim(s) of the document [be careful not to mix up with the aims of your project], and 3) Structure of the document [describe how you will argue the points – can be discussed with the aims in a short report].

You do not have to write a lengthy introduction with subsections for the above information, especially if you are writing an internal document (because you can assume that your readers know much of the context).

**Summary of the project**

Briefly describe the subject you are discussing in this report – i.e. the project. Re-introducing and refining the topic of your group would be a good idea.

**Description and evaluation of the progress**

Describe the proposed process to complete your project. You may have stages, phases and timeline to illustrate the project as a process. It is important to maintain a narrative in your description; otherwise your writing will become juxtaposition of information.

When you describe and evaluate your progress, always follow the following three steps.

* Describe what was supposed to happen.
* Describe what actually happened (or not happened).
* Explain the difference between the above two. Things can be delayed, take place as planned, or can take place much quicker than you anticipated. Whatever the case, state explicitly of your assessment of the progress.

Suggest possible ways to address issues, if any.

* Not being able to make progress as proposed is not necessarily a problem, as long as you can justify the consequence and propose possible ways to address the issues. So be honest, critical and initiative.

**Initiatives**

Describe your further initiatives for the project. It makes your document more convincing if you explicitly link your assessment of the progress and specific initiatives, indicating who is doing what by when for what purposes. Don’t describe for the sake of describing. Always have clear understanding of for whom you are writing, so you will ‘see’ what kind of information your readers want to have when he/she is reading your document.

**Conclusion**

Summarise what the report was about including the project name then note the progress that has been made