**WRITTEN PROGRESS REPORT**

The written progress report is used to review the early problem analysis and your development plan in order to evaluate your work to date.

Your written report should contain the following:

**TITLE PAGE**

This will include a descriptive project name, the group members, the school name, and the date.

**SUMMARY**

A brief overview of your project

**TECHNICAL REPORT FROM LAST PERIOD**

In a large project there may be many progress reports which you will have to produce from time to time.

In this section of the report you would include a technical description of the following:

1. Problems encountered

2. What has been accomplished?

Both of these would be in reference to the constraints and problems related to hardware, software, personnel, data, input, output, and so on. If you have encountered new problems they should be referred to in this section too.

**FORECAST**

This section of the report looks at the future of your project. If things are going well this section will be short and cheerful. You would probably classify this section with the subheadings such as the following:

1. Problems foreseen

2. Revised Development Plan

If there are some serious problems foreseen, the development plan may need revision. If the revisions that would be required to the development plan are sufficiently serious it might become necessary to change the nature of the project.

**Note:** All changes need to be approved.