

### **Project Deliverable 4 – Progress Report Memo**

Your team should work on the contents of this memo together, and make sure to include all team members' names on the memo. **Be sure to check course shell for due date.** One person from each team should submit a PDF or Word document to the assignment on the course shell.

#### **Purpose:**

The purpose of a progress report memo is to update the 'customer' (instructor) on your progress on the design project. You can use this as an opportunity to review your planned schedule and revise it if necessary, identify any problems you have encountered and/or any anticipated problems, and develop solutions to the problems.

#### **Requirements:**

- Format:

Your document should be typed and should follow memo format (see the page 2 for details on specific format required). The memo may contain text in paragraph format and/or bulleted points, and updated sketches or materials list/budget for your design may be included as an attachment. (Note: your memo should include a header that says 'memo' and another with your team number, as shown in the sample memo format on the next page. There are many different memo templates available in Microsoft Word that you may use).

- Content:

Your memo should discuss the following topics:

- **Work Completed:** Describe all accomplishments made on your project to date (i.e. describe progress made on building system components, etc. Discuss any differences between your planned design (as described in your proposal) and the design you are currently building/testing, and provide reasons to justify any changes made. **Describe any testing that you have conducted on your system or individual system components. Be quantitative with testing results if possible.**
- **Work Scheduled:** Discuss any differences between the planned schedule (Gantt chart you created) and the actual progress/accomplishments your team has made to date. If you are behind schedule already, discuss how you plan to make up the time lost.
- **Problems:** Discuss any problems or challenges that your team has encountered to date, and any anticipated problems. Describe your plans to handle/overcome the problems or challenges.

Team Number Here

# Memo

To: [Customer Name or Instructor here ---whoever you are writing to]  
From: [Type the full names of all team members here]  
Date: [Date]  
Re: [Type Subject Here]

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This is where the text of the progress report begins. There is no Dear, To, etc. at the beginning. This is a technical document, thus you should not use first person (i.e. we, I, or us); instead, use third person and use 'the team' if necessary. A memo report is used to communicate ideas in a concise manner. The above format (referred to as the header of the memo) is only on the FIRST page. Page numbers appear on pages 2 and on, but NOT on the first page. Please include your team number in the header on the first page (i.e. Team 1)

For text in the memo, use complete sentences and paragraphs. Use tables and bulleted lists when necessary to communicate ideas. Remember – this is a short report, but a report nonetheless and should document your team's ideas and work. The memo should report on your team's progress and should not include detailed discussion of theory unless specifically requested. If references are used, they should be included at the end of the document.

Figures and graphs are usually **not** included in the content of a memo. Figures or graphs may be included as an attachment when required (i.e. on a separate page, attached to the memo). There is also NO title page, table of contents, or *sections*. At the end of the memo report, place the typed initials of each member of the group to signify the end of the document.

HZ

*(Haolin Zhu is the individual submitting the memo in this example; for your memos the initials or full names of all team members should appear here)*