Progress Report (Writing Assignment 5)   Due—November 6, 2014
14 Points for Each Team Member

Outline/Rubric

Overview
> Purpose of the Report
> Purpose(s) of the Project

Literature Review
> Additional sources of information now that you've completed one month of the project
>> --what do you now know that you didn't realize one month ago?
>> --summarize the single, most important additional evidence you've discovered

Progress
> Work completed from the start of the project until November 6, 2014
> - General Assessment of Progress
> - Status (Gantt Chart and Evidence of Accomplishments and Changes in Each Category of the Proposal)
> - Projections (Should there be changes to the original Plan?)
> - How have you quantified this progress evaluation?

Recommendations
> Justify any proposed changes to the original Plan and Schedule
>> -- why should there be changes? Explain in detail.
>> -- give Evidence and Revised Gantt Chart (along with the original Chart) from which you explain your changes

Discussion
> What will be the impact of the changes?
> Will the final project outcome and deliverables change?
> Will your team give the client what you promised?

Technical Communication for Computer Scientists: 15-221

Spring 2014

**Progress Report:
Complete Title of Project**

Name of the Team

Names of Team Members

Submitted to
Thomas M. Keating
Assistant Teaching Professor
Computer Science Department
Carnegie Mellon University

Prepared and Submitted by

_____
Your Name   Date