Draft Project Title

Progress Report 1

Sample Student 2020-08-17

# Overall Assessment

|  |  |
| --- | --- |
| **Line of Effort / Phase of Project** | **Status** |
| Data Collection | Complete |
| Data Analysis | Delay |
| Annotated Bibliography | On Track |
| Research Paper | Possible Delay |
| Presentation | Future |

# Project Timeline

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week** | | | | | | | | | | | | | |
| **Focus Areas** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| Project Planning |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rough Draft |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| First Draft |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final Draft |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Presentation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Current Task Status

|  |  |  |
| --- | --- | --- |
| **Completed** | **Working / To Do** | **Next Steps** |
| Project Plan | Data Cleaning (80%) | Presentation Visual Aid |
| Data Collection | Data Analysis (20%) | Final Draft |
| Outline of Story | Rough Draft (0%) |  |
| Character & Location Notes | Re-working story timeline (15%) |  |

## Waiting for Other People

* I have three ILL requests that haven’t been filled yet. Requested 2020-08-02.

## Advice/Support that I Need

* My supporting characters need better motivations, what would you do?
* How should I handle my missing data?
* I need access to xyz paper, but I can’t find it.

Maybe your report will go on to another page a bit. That is fine.

Make sure that you use the same format each time, and just update the information in it. That makes it much easier for you, and for us.

Additional tips on preparing reports like these can be found here: <https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/activity_and_postmortem_reports/activity_reports.html>