Instructions on the Interim Progress Report (IPR)  
You should have done about 260 hours work on your project by the time you submit your  
Interim Progress Report (IPR). In other words, you are nearly half way through your project.  
We expect you will have made significant inroads into your practical investigation, as well as  
carrying out background research. You should prepare a written report on the progress you  
have made. This report should not be aimed at your supervisor (who should already know what  
you are doing), but at a technically competent reader who knows nothing about your project,  
such as the independent marker. Say how far you have got: tell us what you have completed,  
why you have done it. Discuss any problems. The report should be numbered in one continuous  
sequence.  
The Interim Progress Report (IPR) weights 5% of your overall grade and you will receive  
marks based on the quality of the project, the quality and amount of the practical work, your  
report structure and the presentation of your report.  
The submission must ONLY be via Canvas. You will receive feedback from your supervisor.  
The IPR should include the following sections:  
3.2.1 Section 1: Introduction and overview  
It is suggested that this section should be about 2-3 pages long in total, and you may add any  
appropriate section or sub-section headings you wish to this list. You may reuse parts of your  
Detailed Project Proposal (DPP) if appropriate [and in turn you may re-use parts of the Interim  
Progress Report (IPR) in your final report]. Describe the research question your project sets  
out to address as well as your proposed practical investigation. Describe any technical work  
that you are undertaking as part of that investigation, such as the construction of data-sets or  
software/hardware apparatus. Say what tools and techniques you are using for your  
investigation, experimentation, and evaluation of your work. You should list the specific  
deliverables you intend to produce during your project: design, documents, programs,  
questionnaires, databases, test plans, experimental designs, results, etc.  
3.2.2 Section 2: Progress to date  
It is suggested that you write about 2-3 pages and add an appropriate section heading and any  
necessary sub-headings. Describe the progress you have made so far i.e. what you have done.  
Be specific. Problems encountered or anticipated and steps taken/to be taken to solve them.  
Explain the supporting evidence you can provide for the work you have done, the documents  
that demonstrate your achievements, and include these documents as appendices.

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3.2.3 Section 3: Planned work  
This section is expected to be about half to one page in length. Again, add an appropriate  
section heading and any necessary sub-headings. List the major tasks that need to be completed  
for the project to be a success, from start to finish (including any you have already completed)  
with target completion dates. Explain what each task means and what deliverables it will  
produce. Say how you will judge the quality of your project work and how you intend to  
evaluate the process through which you have gone. Don't forget to include time for writing up  
the final report and preparing for the demonstration/presentation after submission.  
3.2.4 Bibliography  
List any sources that you cite in your report. You should also list any sources that you have  
used, even if not cited directly. Use the Harvard system for your in-text citations, and for your  
references, producing one list, ordered by author surname (whether the material is drawn from  
books, journals, web pages, forums or blogs, or is a piece of software).  
3.2.5 Appendices  
Include supporting evidence as appendices to your report. These should be numbered  
(Appendix 1, Appendix 2 etc.) and each should start on a new page and be given a title. Your  
tutor is not required to read the appendices but may refer to them for evidence to back up your  
claims.  
Typically, appendices will include evidence of design, investigative or practical work (e.g.  
formal specifications, code, questionnaires, and so on). At this stage, it will mostly be work-  
in-progress, and it is fine for this to be handwritten. You may scan documents and include them  
with your submission if you wish; but you may not wish not to spend too much time on tasks  
like scanning handwriting notes. Instead, you could take the materials to your next project  
meeting so that your supervisor is aware of the progress you have made.  
3.2.6 IPR report presentation  
The report should be prepared as follows:  
• The same font should be used throughout. We would prefer you to use 12-point Times,  
though any reasonable alternative (such as Arial) will be accepted, (except for  
mathematical formulae, where you may use whichever font is most appropriate, and  
program code examples, where you should use a non-proportional font such as  
Courier).  
• Lines should be single-spaced, with between 1/2 a line and a whole line of extra space  
after each paragraph.  
• Margins: at least 20 mm left and right; 25 mm top and bottom.  
• The whole report is expected to be no more than eight pages in length, excluding the  
cover sheet, contents list, bibliography and any appendices.