

# Progress Report Assignment



## Your Role in This Project

You're working as part of a professional team on a technical communication project. Traci is your manager in this fictional workplace scenario.

You and your group will write a progress report to update your manager (Traci) on your Recommendation Report's status.

## Why This Report Matters

This assignment helps you:

- Practice workplace-style writing.
- Reflect on progress and planning.
- Communicate with your team.
- Identify and respond to challenges.



## Know Your Audience

Write your report for Traci, your manager in this scenario. Convince her your group is making progress and will do a great job on the Recommendation Report.

Use a respectful, professional tone that's appropriate for internal workplace communication.



## What to Include

**Memo Headers:** To, From, Date, Subject

**Introduction:** Purpose statement and overview of the Recommendation Report and progress so far

**Work Completed:** What's done so far (specifics!)

**Work Scheduled:** What's left and updated Gantt Chart

**Conclusion:** Draw ideas together and provide contact info

See the [Annotated Progress Report Template](#) for more details.



## Success Tips

- Clear and objective tone
- Specific details: names, dates, tasks
- Honest reflection on progress
- Headings and lists for easy reading
- Focused on facts—not filler



## How You'll Be Graded

Refer to the rubric on this page for full grading criteria. Your group will receive one grade for the progress report.

Check the rubric before submitting to be sure your report is complete and effective.

