Progress Report Rubric

Criteria	Description	Exceeds Expectations (5)	Meets Expectations (4)	Almost There (3)	Needs Work (2)	Missing (1)
Project Focus	Provides an objective analysis of progress on the Informational Report.		Provides a clear, complete snapshot of the work completed on the Informational Report and outlines the tasks still to be completed.	Discusses work on the Informational Report, but does not effectively demonstrate the progress or fails to address significant tasks.	Focuses on another topic.	
Introduction	Introduces the topic and purpose of the progress report. Includes a purpose statement. Does not use a heading.	Introduction is concise, well-organized, and rhetorically savvy. Clearly frames the project and report purpose while engaging the reader with thoughtful context.	Provides all required elements: purpose statement and overview of the Informational Report and progress to date.	Most elements are present, but one or two are unclear or missing.	Several required elements are missing or unclear.	Introduction missing or lacks required elements.
Work Completed	Summarizes and describes the work to date on the	Goes beyond task summary by incorporating detailed	Summarizes completed work with specific, concrete details.	Summary includes general tasks but lacks depth, clarity, or	Work completed section is vague or poorly structured.	Section missing or provides no meaningful information.

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	Informational Report, using specific, concrete details.	insights, analysis, or unexpected developments. Paragraphs are specific, well-organized, and connected to project goals.	Organized clearly in a consistent order.	strong organization.		
Work Scheduled	Includes an introductory sentence followed by an updated Gantt Chart that covers all stages of the work on the Informational Report.	Future tasks are fully developed and thoughtfully sequenced. Gantt Chart is integrated, polished, and used as a genuine planning tool. Includes proactive measures or contingencies.	Introduces the section and then presents a Gantt Chart that shows schedule for upcoming work clearly and completely.	Outlines future work with some detail but may be vague or uneven. Gantt Chart is present but underdeveloped.	Future work section is vague or disorganized. Gantt Chart is weak.	Section and Gantt Chart both missing.
Problems Encountered (optional)	Outlines challenges that have been encountered and the strategies taken	Details challenges that have been encountered and provides clear strategies and steps taken	Outlines challenges encountered in work on the Informational Report and describes	Outlines challenges encountered and describes some strategies taken to address them;	Outlines challenges encountered, but details are missing, vague, or incomplete. Strategies to	Section is optional, so no issue if missing.

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	to address them.	or planned to address them	strategies taken to address them.	however, information needs further development.	address the challenges may be missing or undeveloped.	
Conclusion	Draw ideas together and provide contact info. Does not use a heading.	Offers thoughtful reflection and/or next steps. Wraps up clearly, professionally, and invites follow-up. Contact info and closing tone are audience-aware and polished.	Summarizes progress and future steps. Includes contact info for follow-up.	Some summary and closing included, but may be vague or formulaic.Contact information may be missing.	Weak or abrupt conclusion with little reflection or detail.	Conclusion missing.
Formatting & Document Design	Follows memo format with required headings, spacing, and paragraphing. Uses contrast, fonts, chunking, and other formatting elements effectively to	Uses flawless memo format. Shows strong contrast between headings and the document paragraphs. Uses spacing, fonts, and chunking and other formatting elements to	Uses memo format accurately. Formats headings, spacing, and design consistently with appropriate contrast. Uses lists, horizontal rules, and boxes	Uses memo format, though may include minor errors. May be minor errors in headings, paragraphing, or spacing.	Uses incorrect memo format, inadequate contrast between headings and text, large paragraphs, and/or inaccurate spacing.	Does meet formatting or design requirements.

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	increase readability.	make the report highly readable and professional.	as effective visual elements.			
Tone & Plain Language	Uses clear, objective, professional tone. Uses short sentences and other plain language techniques. Avoids jargon.	Is consistently objective, professional, and reader-friendly. Phrases sentences concisely and smoothly. Perfectly written for the audience.	Is objective, professional, and clear throughout. Effectively uses plain language and avoids jargon.	Is mostly objective and professional but occasionally uses complicated, overly technical, wordy, and/or repetitive phrasing.	Uses unprofessional tone and/or language that is too technical or confusing	No attempt to customize the tone and language to the audience.