My Group’s Progress Report . . .

Check These Sources

* [Week 11 Readings](https://canvas.vt.edu/courses/205859/pages/week-11-readings)  
  Progress Reports
* Example Progress Reports for Similar Projects:
  + [Progress Report Sample Document](https://canvas.vt.edu/courses/205859/pages/progress-report-sample-document)  
    (Be sure to review all seven “sticky notes” on this pdf!)
  + [Progress Report on Apricot Ocelot Website Analysis](https://docs.google.com/document/d/1gTznC2baBCNDM3LRyLjfofkTqC_1v3Ovsn9chvQcZjg/edit?usp=sharing)
* Is written in [standard memo format](https://canvas.vt.edu/courses/205859/pages/annotated-progress-report-template) and document design, with appropriate document title, spacing, headings, and page numbers, including the following:
  + Complete memo headers and label.
  + [Strong subject line](https://canvas.vt.edu/courses/205859/pages/strong-subject-lines).
  + Single space within section paragraphs.
  + Double space between sections and between paragraphs.
* Includes the following sections:
  + An **Introduction** that
    - Provides a [purpose statement](https://faculty.washington.edu/ezent/imwps.htm) for the progress report [in a sentence or two]:
      * Names the project.
      * Defines the time period covered by the report.
      * Tells the purpose: to inform readers about the current status of the report.
    - Indicates purpose of project:
      * Mentions project’s objectives and scope.
      * Names the major work areas in a sentence.
      * Summarizes the work done to date to introduce the body of the progress report, where you’ll discuss this info in depth.
  + A **Work Completed** Section that
    - Includes a brief introduction that summarizes the work you’ve completed
    - Summarizes the main tasks completed to date:
      * Specifies the time period covered.
      * Specifies major tasks completed [ex: writing, research, production of visual aids].
    - Develops each major task that has been completed in a paragraph or two of its own, with its own subheading.
    - Discusses the completed major tasks in the order in which they were brought up in the introduction to the section.
    - Uses [specific, concrete details](https://canvas.vt.edu/courses/205859/pages/checking-for-specific-details-in-your-progress-report).
  + A **Work Scheduled** Section that

left to do.

* + - Summarizes the remaining work chronologically, specifying the time period covered.
    - Develops each scheduled major task in a paragraph of its own, with its own subheading.
    - Discusses the scheduled major tasks in the order in which they were brought up in the introduction to the section.
    - Includes a [Gantt Chart](https://canvas.vt.edu/courses/205859/pages/progress-reports-gantt-charts) that breaks down the remaining tasks and gives a tentative completion date for each.
  + A **Conclusion** that
    - In this section, perform any number of the following tasks [you determine most logical order]:
      * Appraise the work done thus far.
      * Draw conclusions or make recommendations concerning work, using separate subheadings if needed.
      * Look to future tasks in a sentence or two you sign off in a cordial manner by indicating flexibility and encouraging reader response.
    - Provide contact info for the team leader so that the reader can follow up with questions.
  + Uses [informative headings](https://canvas.vt.edu/courses/205859/pages/organization-using-headings-to-organize) to help readers navigate the report.
  + Uses graphics and design elements that will make the subject and the document itself more visually enticing to the reader and hold their attention. These can include:
    - [bullet lists](https://canvas.vt.edu/courses/205859/pages/organization-using-lists-to-organize#bulleted)
    - [headings and subheadings](https://canvas.vt.edu/courses/205859/pages/organization-using-headings-to-organize)
    - [color](https://canvas.vt.edu/courses/205859/pages/document-design-more-design-principles#color)
    - [font type, weight, and size](https://canvas.vt.edu/courses/205859/pages/document-design-more-design-principles#typography)
    - horizontal rules
    - boxes