Course Project Progress Report

Purpose

The purpose of this project progress report is to provide a structured update on the progress made thus far in the course project. Writing a progress report encourages learners to communicate their progress effectively in a professional setting. This develops skills in project management, problem-solving, and written communication, which are valuable in both academic and professional contexts. The progress report also allows both the learner and the instructor to track the progress of the project by providing a snapshot of what has been accomplished, what tasks are still pending, and how the student plans to proceed.

Directions

Write a report in which you summarize the progress you have made on the course project thus far.

Paper guidelines:

- **Minimum length**: one and a half (1.5) pages
- **Maximum length**: two (2) pages
- **Font**: Times New Roman 11 pt

Write a report where you describe your progress on the course project:

- Include your problem statement.
- Describe the progress you have made so far, including the background work you completed.
- Summarize the specific tasks you have completed to date.
- Discuss issues you have encountered thus far and your plan for solving them.
- Summarize the tasks you have yet to complete and how you intend to approach them. Be specific.

Submission Directions for Deliverables

You are given a limited number of attempts to submit your best work. The number of attempts is given to anticipate any submission errors you may have in regards to properly submitting your best work

within the deadline (e.g., accidentally submitting the wrong paper). It is not meant for you to receive multiple rounds of feedback and then one (1) final submission. Only your most recent submission will be assessed.

You must submit your Course Project Progress Report deliverable in the appropriate submission space. Learners may not email or use other means to submit any assignment or project for review, including feedback, and grading.

The Course Project Progress Report includes **one (1)** deliverable:
1. **Written Progress Report**: Your Course Project Progress Report must be a single PDF with the correct naming convention: *Your Name_CSE 578_Course Project Progress Report*

Evaluation

Please review the rubric for how your Course Project Progress Report will be graded. Submissions will be evaluated based on each criterion and will receive a total score.

Submissions missing any part of the project will be graded based on what was submitted against the rubric criteria. Missing parts submitted after the deadline will **not** be graded.

Review the course syllabus for details regarding late penalties.

Rubric

Rubrics communicate specific criteria for evaluation. Prior to starting any graded coursework, learners are expected to read through the rubric, so they know how they will be assessed. You are encouraged to self-assess your responses and make informed revisions before submitting your final report. Engaging in this learning practice will support you in developing your best work.

Part 1: Progress Information	Undeveloped or Missing	Developing	Proficient
Does the learner provide a problem statement?	Provided no submission, or the problem statement was not provided.	A problem statement is provided, but it is unclear.	A problem statement is provided, and it is clear.
Does the learner describe the progress made so far?	Provided no submission, or progress made so far is not described.	Progress made so far is described, but it is unclear or does not include the background work that was completed.	Progress made so far is described, and it is clear and includes the background work that was completed.

Does the learner summarize specific tasks that have been completed so far?	Provided no submission, or completed tasks are not summarized.	Completed tasks are summarized, but they are unclear or not specific.	Completed tasks are summarized, and they are clear and specific.
Does the learner discuss issues or challenges encountered?	Provided no submission, or issues or challenges encountered are not discussed.	Issues or challenges encountered are discussed, but they are unclear.	Issues or challenges encountered are discussed, and they are clear.
Does the learner summarize a plan to resolve these issues or challenges?	Provided no submission, or a plan to resolve issues or challenges is not provided.	A plan to resolve issues or challenges is provided, but it is not clear or includes impractical or unactionable steps.	A plan to resolve issues or challenges is provided, it is clear, and includes practical, actionable steps.
Does the learner summarize the specific tasks still to be completed?	Provided no submission, or the tasks still to be completed are not summarized.	Tasks to be completed are included, but they are not clear or are not specific.	Tasks to be completed are included, and they are clear and specific.
Does the learner describe how they plan to approach tasks still to be completed?	Provided no submission, or a plan to approach tasks still to be completed is not provided.	A plan to approach tasks still to be completed is provided, but it is not clear or includes impractical or unactionable steps.	A plan to approach tasks still to be completed is provided, it is clear, and includes practical, actionable steps.
Part 2: Progress Evaluation	**Undeveloped or Missing**	**Developing**	**Proficient**
Is the learner making adequate progress in the project?	Provided no submission, or no progress has been made on the project.	Progress has been made but it is inadequate. Too much has been left for later; the learner may have trouble being ready for the Final Report.	Progress made so far is adequate. The learner is well positioned to be ready for the Final Report.
Part 3: Professionalism	**Undeveloped or Missing**	**Developing**	**Proficient**
Does the paper follow guidelines? Is the report clear, professional, and free of typographical or grammatical errors?	Provided no submission, or paper does not follow guidelines, or report is consistently unclear, unprofessional, and has numerous typos and grammar errors.	Paper follows guidelines. Report is generally clear and professional. There may be some typos or grammatical errors, but these do not cause meaning to be lost.	Paper follows guidelines. Report is clear and professional. Report has been proofread and has very few typos and grammatical errors.