Week 6: Progress Report

For Research Report on the MegatubeXL

**Week 3 project report**

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| --- | --- |
| Key Elements | Progress Report Information |
| Introduction | |
| * Purpose for progress report. * Refer to the textbook for information on creating a purpose statement |  |
| * Background * Summarize from the project plan report) |  |
| * Scope * (Summarize from the project plan report) |  |
| Status | |
| * Tasks Completed |  |

|  |  |
| --- | --- |
| * Tasks Remaining |  |
| Conclusion: | |
| Summary |  |
| Evaluation |  |
| Forecast |  |
| Contact Information (Your contact information) |  |

Template adapted from: Finkelstein, L. (2008) Pocket Book of Technical Writing (3rd ed.). New York: McGraw-Hill. (Chapter 7, Outline 7.1 Progress Reports)