Week 6: Progress Report

For Research Report on the MegatubeXL

**Week 3 project report**

|  |  |
| --- | --- |
| 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)