

Writing a Progress Report

The following are excerpts from

***The Elements of Technical Writing* by Thomas E. Pearsall**

Progress reports follow fairly standard formats.

Introduction

An introduction *must do* these two things:

- Announce the subject of the report
- Announce the purpose of the report

In other words, tell your readers what you are talking about and why. Make clear what work you are reporting and why.

Project Description

Briefly describe the work being done, being sure to state its purpose and scope. The scope statement breaks the work down into its component tasks.

Work Completed

Tell the reader what you have accomplished to date. In a long running project, requiring several progress reports covering several periods, you might divide this section further as follows:

- Summary of work accomplished in preceding periods
- Work accomplished in the reporting period

Work Planned for Future Periods

- Work planned for the next period
- Work planned for future periods

Appraisal of Progress

Evaluate your progress. Indicate where you are ahead of plan and where you are behind.

As in all writing, don't complicate your progress reports any more than necessary, but do answer thoroughly these three basic questions

- 1) What have you done?
- 2) What are you going to do next?
- 3) How are you doing?