



Composing Your Term Project Progress Report

To compose your Progress Report, draw upon Chapter 13 of *Technical Communication* and on our class discussions. To organize your report, use these **headings**:

- **Scope**
- **Work Completed**
- **Projected Work and Schedule.**

Use **subheadings** such as "Problems," "Insights," etc., for any of these headings. You'll be submitting this report to me and it will become part of the folder I keep on the work on your project. *Document how much time has been spent on tasks to date, as a group and individually.*

You will use the Progress Report to speak briefly to the class, perhaps to garner some suggestions for new approaches or tactics. The section of your report that summarizes the scope of the project should serve as basis for this talk, supplemented by observations across the tasks accomplished and tasks remaining as compared with your Planning Chart.