

## GUIDE for WRITING Weekly Progress Reports

### General Instructions (from guidebook):

Every week following the submission of the work plan groups are to prepare, describe and submit progress reports during the class business meeting. One student from each group will come forward to present the report for that week, alternating group members throughout the term. These must be concise and clearly state the status of all major past, present and future tasks, provide an updated schedule (usually stands alone as the 2nd page of the two-page report), include any or all changes and importantly restate the targets for the coming week(s). The document is limited to two pages yet must convey a clear understanding of project status, issues, achievements and plans (examples in appendix of course guide). It is also important to include all group and client names and contact information in every report. Professional presentation and conduct are expected. Presentations may be taped for review and instructional purposes.

Basic example:

<i>LOGO / ID</i>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <h3 style="margin: 0;">Weekly Progress Report</h3> <p style="margin: 0;"><i>Day, Date (of report)</i></p>   <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Group #</u></p> <p><i>Group name</i></p> <p><i>Group members</i></p> <p><i>Contact Information</i></p> </div> <div style="width: 45%;"> <p><u>Client Name</u></p> <p><i>Client Contact person</i></p> <p><i>Contact Information</i></p> </div> </div> </div> </div>	
<p><b>Previous Week Activities and Progress</b></p> <ul style="list-style-type: none"> <li>- item</li> <li>- item</li> <li>- item</li> <li>- item</li> <li>- item</li> </ul>	
<p><b>Upcoming Week Activities and Progress</b></p> <ul style="list-style-type: none"> <li>- item</li> <li>- item</li> <li>- item</li> <li>- item</li> <li>- item</li> </ul>	
<p><b>Current Issues</b></p> <ul style="list-style-type: none"> <li>data requirements</li> <li>missed meetings,</li> <li>problems concerns etc</li> <li>- item</li> </ul>	
<p><b>Schedule Changes</b></p> <p style="margin-left: 20px;">Comment on the status of project schedule, changes and reasons</p>	
<p><i>Over - Copy of Updated Gantt chart (Using MS Project or other)</i></p>	