

Note: a progress report is a managerial/client tool. One purpose of the report is to allow your manager/client to assess how things are going, to identify likely problems and to make appropriate adjustments. Reports such as this focus the development group's attention and require you to face up to some of the problems that you might be encountering. Clients expect a mix of good and bad news at such moments, but they also expect a realistic review of the project. Remember – the subtext here is to give the client confidence in:

1. your progress;
2. the project;
3. completion deadlines;
4. effectiveness of the final product.

Report form (oral and written reporting)

### **Front Matter**

Title page	Name of project, names of team members, contact email address (one of – or a group contact), type of report (in this case - progress), date
Abstract	One paragraph (150-200 words); state problem, methods, expected results; no figures or references in abstract; do not use first person pronouns
Table of contents	Explicit summary of structure with appropriate number of heading levels.
List of figures	If you have four or more figures offer a separate contents list indicating figure by number, caption and page.

### **Main report**

Introduction	Reiterate the motivation, scope and statement of objectives in the original proposal. Identify any changes to the motivation, scope or objectives identified in the proposal. Justify any changes. Make a clear statement of reworked , scope and objectives.
Body	Detail current state of activities – identify what you have accomplished thus far and what remains to be done State any changes in technical requirements for project development State any changes in technical requirements identified by audience research Identify key problems encountered and solved – explain how these problems were solved Identify key problems that remain unresolved – and examine impact of these problems Identify key changes to proposed look and feel Explain how to access prototype (or provide prototype)
End	Discuss progress against the proposed project plan – chart or graph Identify likely problems that may be lurking ahead
Oral reporting only	Use prototype throughout to demonstrate your progress/problems Offer opportunity for a Q & A session Make the clients confident that you have been working on the project, that you take their project seriously and that it will be completed to time, budget and quality