Progress Report Paradigm

I. INTRODUCTION

A. Note the purpose of the document and the type of conclusion(s)/recommendation(s)

you hope to explain *and why.*

B. Answer all of the Reporter’s Questions

C. Note the Personnel—note the staff, companies, etc. involved with the project *and* who

requested the information in this document.

1. Provide a *summary* of previous activity and/or documentation (i.e., is this the third

progress report, is this the first progress report since *x-*installation, etc.)

II. Discussion: Break your information into FOUR subcategories. Craft a topic sentence for each new category.

1. **Work Accomplished.** Use subheadings and a table or Gantt chart, if necessary. Organize this section in ONE of the following ways:
   1. Chronologically
   2. Topically clustered
   3. Documented from most-to-least important, or vice-versa

B. **Work In Progress.** Use subheadings and a table or Gantt chart, if necessary.

Organize this section in the SAME way you organized content within the “Work

Accomplished” category (i.e., use parallelism):

1. Chronologically
2. Topically clustered
3. Documented from most-to-least, or vice-versa

C. **Work Remaining.** Use subheadings and a table or Gantt chart, if necessary.

Organize this section in the SAME way you organized content within the “Work

Accomplished” and “Work In Progress categories (i.e., use parallelism):

1. Chronologically
2. Topically clustered
3. Documented from most-to-least, or vice-versa
4. **Problems Encountered.** Use subheadings, if necessary. If relevant, organize this section in the SAME way you organized the content within the previous three categories.
   1. Provide a highlighted subsection for each “type” of problem
   2. Use photographic language, to explain the problem
   3. Explain WHY each documented issue is a problem, i.e., what is the impact or measure you need/must take in order to complete the project?
5. Conclusion and Recommendation
   1. Separate the “Conclusion” and “Recommendation” sections. You may use additional subcategories, if necessary.
   2. **Conclusion(s).** Make sure to note the completion date—and whether or not this remains a feasible completion date.
   3. **Recommendation(s).** Provide suggestions, including the ones you will entertain in order to complete the project.

In General:

Use deliberate highlighting, organization and parallelism

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