6.2: Timing and Format of Progress Reports

In a year-long project, there are customarily three progress reports, one after three, six, and nine months. Depending on the size of the progress report, the length and importance of the project, and the recipient, the progress report can take the following forms:

- Memo—a short, informal report to someone within your organization
- Letter—a short, informal report sent to someone outside your organization
- Formal report—a formal report sent to someone outside your organization

In our course, you will write a progress report in the form of a thorough memo, and you will attach an outline to that memo to give your recipient an idea of the content in your final report. (See the chapter on Outlines for more information.)

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