6.3: Organizational Patterns or Sections for Progress Reports

The recipient of a progress report wants to see what you’ve accomplished on the project, what you are working on now, what you plan to work on next, and how the project is going in general. In other words, the following three sections are key in any progress memo or progress report:

- Work accomplished in the preceding period(s)
- Work currently being performed
- Work planned for the next period(s)

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