Overview and Rationale
In professional settings, managers need to be kept apprised of the status of projects. You will often be writing progress reports in an informal matter. This assignment will help acclimate you to the process of writing progress reports, and it will help to keep you on track for the current project.

Assignment Prompt
You will write a progress report memo that updates your instructor on the status of your two-component report project.

- **Progress report.** A good progress report will answer all of the reader’s questions. It should be designed to make information easily accessible for the reader. In this memo, you will want to:
  - Give your instructor a good sense of what you have accomplished
  - Relate problems that you have encountered or anticipate, or apply a more formal [SWOT analysis](#) of team Strengths, Weaknesses, Opportunities and Threats that you have encountered or anticipate
  - Update any necessary changes to the schedule described in the project plan

Supporting texts:
- Chapter 12, p. 324-334

Minimum Requirements
Progress Report Memo – 1-2 pages, following memo format with headings, lists, parallel structure, white space, and visuals as necessary

Due Date:
Sunday, November 12, 2017, by 11:59 p.m. to Blackboard

Grading

<table>
<thead>
<tr>
<th>General Description</th>
<th>Assignment Specific</th>
<th>Score</th>
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<tbody>
<tr>
<td><strong>Audience &amp; Purpose</strong></td>
<td>How well did you analyze the likely audiences for this communication?</td>
<td>Do you address your memo to a likely audience?</td>
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<td>How well did you tailor this communication to that audience?</td>
<td>Do you address all of the likely questions of your audience?</td>
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<td>Is your document useful and persuasive for these intended audiences?</td>
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| **Research** | How thoroughly did you investigate the subject(s) of this composition?  
             | Did you select an appropriate and ethical research method?  
             | Do you show the results of that research in this text? | Have you clearly make significant progress on your project since submitting the project plan?  
             | Are sources are properly cited and documented in APA style? | 10 |
| **Content & Organization** | Does your content support your claim / purpose, and is it usable for your audiences?  
                        | Do you employ the appropriate superstructure for this audience and purpose?  
                        | Do you employ standard forms of technical organization (i.e., moving from general to particular, writing in a descending order of priority)? | Do you organize information so that it is easily accessible for your intended audience?  
                        | Do you provide specific examples of your work to support your statements about progress? | 10 |
| **Format & Design** | Is this document usable, attractive, and easy to navigate?  
                        | Do you make effective and persuasive use of relevant visuals and graphics (labels, captions, color choice, etc.)?  
                        | Do you make effective and persuasive use of page design (e.g. white space, quadranting, headers, etc.)? | Does your memo use formatting features to chunk information?  
                        | Do you follow traditional memo formatting?  
                        | Does your memo look neat and professional? | 10 |
| **Grammar & Style** | Do you write in an effective and efficient technical prose style (e.g. spelling, grammar, concision, tone, accuracy, etc.)? | Does your memo use parallel structure effectively?  
                        | Is your memo clearly worded and easy to follow? | 5 |

| Points Possible | 50 | Total Score |
Learning Objective
You will learn how to update supervisors on the status of projects while designing communication that is reader-friendly and accessible.