



Periodic or Project Report

Periodic or project reports, also known as status reports, are similar to progress reports. Both serve to provide audience members with the details of an ongoing project; however, the progress report is usually sent at certain milestones of a project, while periodic reports are sent at regular intervals: daily, weekly, monthly etc.

1. **Audience:** Depending upon the purpose of the periodic report, audience members may vary. Because of the specificity of the information, your periodic report could go to your manager and to other managerial members. Your report could become part of a larger report or stand on its own.
2. **Purpose:** The purpose of a periodic report is to provide information. The information on a periodic report is objective.
3. **Format:** A periodic report that is being provided as a quarterly or annual report should be written as a formal report. (**Refer to the Formal Report resource.**)
 - A. The subject line is the title of the report and can be centered or justified on the left. Include the name of the company, the title of the periodic report, and the date.
 - B. Create headings for each section following the subject line.
 - C. Typically, periodic reports are not written in a narrative but do require headings, bullets, and columns.
 - D. Report routine and numerical data in graphs or tables.
 - E. Internal reports can be sent via memo or e-mail.
 - F. If you are sending the report outside of your company, send a letter.
 - G. Create this information in a template and use the same one for each consecutive report that follows the first.
4. **Process:**
 - A. Determine the purpose.
 - B. Determine exactly what information you will provide.
 - C. Identify the types of information you will provide.
 - D. Break each area into the specific content.
 - E. Use a heading for quicker access to the information.