



Progress and Periodic Reports

These reports serve to update the audience on details of an ongoing project. They make it possible for the audience to stay informed and to adjust assignments, schedules, and budgets. Most of the time, reports are sent when a project has many steps. Progress reports are usually sent at certain milestones in the project and periodic reports have regular intervals (each week, month, etc.).

1. **Audience:** Usually managerial members or clients. When sending within your company, use a memo style, and if sending to a client, use a letter style.
2. **Formatting:** All progress and periodic reports have an introduction, body, conclusion, and recommendations. If your company does not have a specific template, create a template of your first report for the entire project and use that template for each consecutive report after the first. Incorporate headings and subheadings to organize the report and maintain the same headings style for the duration of the project. Not only will this organization make reading the report easier for your audience, but it will also help keep you on track while writing the report.
 - A. **Subject Line:** Use this to convey the title of the report. You can either center it, or make it left aligned. A typical subject line is the name of the company, the title of the report, and the date.
 - B. **Introduction:** The introduction should include the title of the project, the date, the names and information of the participants, and project status summary (including information on the schedule and cost). Note that if this is the first report, you should include the methods to be used, materials, cost, and expected completion date.
 - C. **Body:** The body will be a work completed section concerning the project, cost to date of materials and labor, and an estimate of the remaining costs. You will need to include details on what you have done so far, what you have left to do, a schedule with specific goals for each day, complications you foresee, and graphics that may assist your audience in understanding the information.
 - D. **Conclusion:** In the conclusion you need to summarize the schedule, provide future steps, and give reasons for delay if there is any.
 - E. **Recommendations:** Here you will need to recommend actions related to the schedule if there is a delay, request for the next group of workers or resources, and address when materials can be delivered.

Note: If you are reporting good or bad news you still have to provide a clear and concise account of your activities. Do not become defensive or develop an attitude that can be seen as hostile or defensive. Even if you are behind schedule and you receive communication that can be seen as reprimanding, remain professional and do not engage in contentious communication.