PROGRESS REPORT TEMPLATE

Project Title:

Contact Detail:

Date:	DD Month YYYY
Period Covered:	DD Month YYYY- DD Month YYYY
Author(s):	Project Manager Name (Company)
Contributions:	Contributor A (Company) Contributor B (Company)

A. Activities Performed during the period

Please provide a summary of the activities performed during the reporting period. Although you are free to adopt your own structure, please try to follow these guidelines:

- Be concise
- Avoid a report that is too structured (like reporting by each WP)
- Do not keep reporting past issues by adding new things to old ones which are not relevant anymore for the time span covered in the report
- Consider the Monthly Progress Report as a tool not only to keep ESA informed, but the whole project team
- Be systematic; provide the Monthly Progress Report on time, and not only during the first months. A good Monthly Progress Report is a key tool to circulate information in your project team, and keep active the responsiveness of your team

B. Problems Encountered and Corrective Actions

Please indicate here any problem areas that you encountered and any corrective measures that will be taken. Specifically, any risks already identified and not completely resolved shall be addressed together with the mitigation strategy.

C. Planned Activities for Next Period

Please provide a short summary of the activities to be undertaken for the next period.

D. Updated Milestone Completion Forecast

Please provide a list of the contractually agreed milestone dates and the forecasted dates.

Writing A Project Progress Report

Huangqi Zhang

Writing A Project Progress Report:

The IEEE Guide to Writing in the Engineering and Technical Fields David Kmiec, Bernadette Longo, 2017-08-30 Helps both engineers and students improve their writing skills by learning to analyze target audience tone and purpose in order to effectively write technical documents This book introduces students and practicing engineers to all the components of writing in the workplace It teaches readers how considerations of audience and purpose govern the structure of their documents within particular work settings The IEEE Guide to Writing in the Engineering and Technical Fields is broken up into two sections Writing in Engineering Organizations and What Can You Do With Writing The first section helps readers approach their writing in a logical and persuasive way as well as analyze their purpose for writing The second section demonstrates how to distinguish rhetorical situations and the generic forms to inform train persuade and collaborate The emergence of the global workplace has brought with it an increasingly important role for effective technical communication Engineers more often need to work in cross functional teams with people in different disciplines in different countries and in different parts of the world Engineers must know how to communicate in a rapidly evolving global environment as both practitioners of global English and developers of technical documents Effective communication is critical in these settings The IEEE Guide to Writing in the Engineering and Technical Fields Addresses the increasing demand for technical writing courses geared toward engineers Allows readers to perfect their writing skills in order to present knowledge and ideas to clients government and general public Covers topics most important to the working engineer and includes sample documents Includes a companion website that offers engineering documents based on real projects The IEEE Guide to Engineering Communication is a handbook developed specifically for engineers and engineering students Using an argumentation framework the handbook presents information about forms of engineering communication in a clear and accessible format This book introduces both forms that are characteristic of the engineering workplace and principles of logic and rhetoric that underlie these forms As a result students and practicing engineers can improve their writing in any situation they encounter because they can use these principles to analyze audience purpose tone and form Writing Reports to Get Results Ron S. Blicq, Lisa A. Moretto, 2004-04-05 The professional squick reference handbook for writing business and technical reports Professionals in business government and technical fields often need help in organizing and writing reports for associates clients and managers This simple tutorial handbook offers expert tips and useful ideas for organizing ideas structuring reports and adding spice to technical papers Writing Reports to Get Results offers in depth guidance for writing short informal reports such as job progress reports and inspection reports semiformal reports such as laboratory and medium length investigation and evaluation reports formal reports such as analytical and feasibility studies and major investigations technical and business proposals of varying complexity The authors use a simple pyramid method to help writers organize their information into the most convenient and simplest structure for any type of document from single page proposals to full

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Pragmatic Project Management David Pratt PMP,2010-02 Scale Your Project

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Leege, Debbie Reynolds, Guy Sharrock, 2007-04-09 **Collaborative Airport Capital Planning Handbook** Laurie Cullen, 2011 Provides guidance to those in the airport community who have responsibility for and stake in developing financing managing and overseeing an airport capital plan and the individual projects included in it The handbook provides clear guidance on who should perform each task in the collaborative planning process It also defines and describes the different ways in which we communicate to ensure effective exchange between internal and external stakeholders

Transition to Advanced Mathematics Danilo R. Diedrichs, Stephen Lovett, 2022-05-22 This unique and contemporary text not only offers an introduction to proofs with a view towards algebra and analysis a standard fare for a transition course but also presents practical skills for upper level mathematics coursework and exposes undergraduate students to the context and culture of contemporary mathematics. The authors implement the practice recommended by the Committee on the Undergraduate Program in Mathematics CUPM curriculum guide that a modern mathematics program should include cognitive goals and offer a broad perspective of the discipline Part I offers An introduction to logic and set theory Proof methods as a vehicle leading to topics useful for analysis topology algebra and probability Many illustrated examples often drawing on what students already know that minimize conversation about doing proofs An appendix that provides an annotated rubric with feedback codes for assessing proof writing Part II presents the context and culture aspects of the transition experience including 21st century mathematics including the current mathematical culture vocations and careers History and philosophical issues in mathematics Approaching reading and learning from journal articles and other primary sources Mathematical writing and typesetting in LaTeX Together these Parts provide a complete introduction to modern mathematics both in content and practice Table of Contents Part I Introduction to Proofs Logic and Sets Arguments and Proofs Functions Properties of the Integers Counting and Combinatorial Arguments Relations Part II Culture History Reading and Writing Mathematical Culture Vocation and Careers History and Philosophy of Mathematics Reading and Researching Mathematics Writing and Presenting Mathematics Appendix A Rubric for Assessing Proofs Appendix B Index of Theorems and Definitions from Calculus and Linear Algebra Bibliography Index Biographies Danilo R Diedrichs is an Associate Professor of Mathematics at Wheaton College in Illinois Raised and educated in Switzerland he holds a PhD in applied mathematical and computational sciences from the University of Iowa as well as a master s degree in civil engineering from the Ecole Polytechnique F d rale in Lausanne Switzerland His research interests are in dynamical systems modeling applied to biology ecology and epidemiology Stephen Lovett is a Professor of Mathematics at Wheaton College in Illinois He holds a PhD in representation theory from Northeastern University His other books include Abstract Algebra Structures and Applications 2015 Differential Geometry of Curves and Surfaces with Tom Banchoff 2016 and Differential Geometry of Manifolds 2019 Intervention Research Bernadette Melnyk, Dianne Morrison-Beedy, 2012-04-23 Print CourseSmart

Handbook of Instructional Practices for Literacy Teacher-educators Joyce E. Many, 2001-01-01 This volume offers

a unique glimpse into the teaching approaches and thinking of a wide range of well known literacy researchers and the lessons they have learned from their own teaching lives The contributors teach in a variety of universities programs and settings Each shares an approach he or she has used in a course and introduces the syllabus for this course through personal reflections that give the reader a sense of the theories prior experiences and influential authors that have shaped their own thoughts and approaches In addition to describing the nature of their students and the program in which the course is taught many authors also share key issues with which they have grappled over the years while teaching their course others discuss considerations that were relevant during the preparation of this particular syllabus or describe how it evolved in light of student input The book is organized by areas within literacy education reading English language arts literature emergent literacy content area literacy literacy assessment and instruction literacy and technology and inquiries into literacy theory and classroom practice It is accompanied by an interactive Web site http msit gsu edu handbook This online resource provides additional information about the authors courses including complete syllabi recommended readings grading rubrics and sample assignments Readers are invited to respond and contribute their own syllabi and teaching experiences to the Markdown Writing Guide Lucas Lee, AI, 2025-02-22 Markdown Writing Guide offers discourse generated by the volume a comprehensive journey into the world of Markdown the streamlined markup language transforming digital content creation This book simplifies digital writing by focusing on Markdown syntax formatting best practices and real world applications Learn how Markdown's simplicity allows writers to concentrate on content not complex formatting making it ideal for web writing digital documentation and technical writing The guide starts with the basic syntax and progressively introduces advanced formatting techniques like tables and mathematical expressions Discover how Markdown promotes clarity and portability in digital documents ensuring readability across devices You ll also explore the practical integration of Markdown with tools like Git for version control enhancing collaboration on projects With its practical hands on approach Markdown Writing Guide uses clear examples and exercises to reinforce learning Whether you re a student writer developer or blogger this book provides a straightforward path to mastering Markdown and improving your digital writing skills streamlining A Guide to Writing as an Engineer David F. Beer, David A. McMurrey, 1997 This content creation across various platforms text offers an engineering approach to technical writing and features practical and relevant examples from today s industry

PRINCE2® Guidelines for writing Project Initiation Documentation Rik Pennartz,2018-07-01 This document is written for educational purposes for project managers who need to write a document with all agreements between the Project Board and the Project Manager The PID or Project Initiation Documentation is made during the Initiation Stage of a project before actual design development and delivery is being done The document is one of the main documents in the PRINCE2 method and is comparable to the Project Charter or Project Definition Document

Elements of Software Project Management G. P. Sudhakar,2010-08 Project management requires immense skills to achieve the end result But sometimes

lack of project management skills results in failures It is therefore essential to study the basic features of project management This book is a contribution towards that goal Divided into three sections introduction people related aspects or human resources and advanced topics the book brings forth the inside story of the software project management in an IT company The simple descriptive style of presentation will enable any beginner to get a clear picture of the procedures that are followed in the IT companies Intended for undergraduate and postgraduate students of computer science and engineering this textbook will also be useful for many software engineers and professionals dominating the hierarchy of the IT industry Key Features Review Questions to grasp the topics easily Quiz Questions to reinforce the understanding of the subject Relevant Case Studies depicting various situations and the necessary actions and decisions to be taken

Communication For Professionals ANATH LEE WALES, Book Description Unlock the power of effective communication with Communication for Professionals the second instalment in the Business Professionalism series by Anath Lee Wales This essential guide is designed to elevate your communication skills providing you with the tools needed to thrive in the modern business world In this comprehensive book you ll explore Introduction to Business Communication Learn the foundational concepts including Encoder Decoder Responsibilities Medium vs Channel Barriers to Communication Strategies for Overcoming Barriers and the dynamics of Verbal vs Non verbal Communication Structuring Business Communication Understand the structure and lines of communication within an organization define your message analyze your audience and learn how to effectively structure your communication Developing a Business Writing Style Discover the roles of written communication characteristics of good written communication and strategies to develop an effective writing style Types of Business Writing Master various business writing formats including Business Letters Memos Reports Emails and Online Communication Etiquette ensuring you can handle any writing scenario with confidence Writing for Special Circumstances Gain insights into tactful writing delivering bad news and crafting persuasive messages tailored to specific contexts Developing Oral Communication Skills Enhance your face to face interactions with guidelines for effective oral communication speech delivery and active listening Doing Business on the Telephone Learn the nuances of telephone etiquette handling difficult callers and leading effective business conversations over the phone Non verbal Communication Understand the importance of body language physical contact and presenting a professional image in business settings Proxemics Explore the impact of space distance territoriality crowding and privacy on business communication Developing Effective Presentation Skills Prepare for public speaking with tips on managing presentation anxiety using visual aids and leveraging technology for impactful presentations Conflict and Disagreement in Business Communication Learn about conflict resolution values and styles and strategies for managing cross cultural communication challenges Communication for Professionals is your definitive guide to mastering the art of business communication Whether you are a seasoned professional or just starting your career this book provides the essential knowledge and skills to communicate effectively and

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