Progress Report Checklist

Did you write:

- an introduction that summarizes:
  - ___the group's progress in terms of schedule and goals?
  - ___your own progress on the tasks for which you are responsible?
  - ___your feelings about the group's work so far?

- a "Work Completed" section that:
  - ___lists what the group and you specifically have already done?
  - ___describes briefly the chronology of your group's activities?
  - ___describes your creative solutions or smooth functioning?
  - ___shares any obstacles you have yet to solve?

- a "Work to be Completed" section that:
  - - lists what you personally still have to do?
  - - lists what the group still has to do?
  - - includes a recap of the schedule for completing the project?

- a concluding paragraph that indicates either indicates:
  - ___your confidence in completing the project on time or
  - ___your reservations about and solutions for getting the project back on track?

- Writing elements:

  ___Strong mechanics – grammar, punctuation, and proofreading?

  ___Effective organization – forecasting? headings? lists?

  ___Sound style? – active voice? coherence? transitions?