**To**: Dr. Christopher Andrews and group

**From**: *[Write your name here]*

**Date**: *[Add the date]*

**Subject**: Progress report on \_\_\_\_\_\_\_ *[add a subject-line size description of your project here, such as “Progress report on TPW for PAs research project” or “Progress report on tactical technical communication for gardeners”]*

# Summary

***Instructions****: Fill in this memo template to create your progress report. Replace any italicized text with your own writing. Remove any instructions/italicized text before turning this in to Blackboard. Your memo progress report will be as long as it needs to be—it should be clear and complete; I am not worried about a specific length, but if it’s shorter than a single page you are likely not providing enough detail.*

*[In this section, provide 1 paragraph that overviews the purpose and scope of your research project. What are you writing about?*

*Then write 1 or 2 paragraphs that summarize your status on the Major Project #2. How is the work going? Use the first person (“I”).]*

# Activites and progress

*[In this section, you are giving readers a sense of what’s done, what’s in progress, and what’s left to be done.*

*Create a bullet list or table that reviews your timeline and major tasks or activities for your research project. Begin with work you’ve already completed (such as doing the Q&A forum, emailing the professor, or scheduling a conference). Add any dates that are scheduled for the future already (i.e. for the progress report, for peer review, for final delivery—all of these are included on* [*https://cdmandrews.github.io/3301/weekly/week-10-notes*](https://cdmandrews.github.io/3301/weekly/week-10-notes) *). Then add dates for other major tasks or activities. Be specific about dates!]*

# issues and Questions

*[In this section, inform us of any problems or unexpected things, if any, that have arisen. You may format this section as a list or table. Use complete sentences and first person (“I” to describe items in detail. If issues have been resolved or overcome, briefly summarize that as well.*

*You should also use this space to ask me (Dr. Andrews) or your group questions you still have. ]*

# CONCLUSIONS/RECOMMENDATIONS

*[In your conclusion section, summarize again and provide an overall assessment of your status on the project to date. Remember that many readers will skip everything else and read the conclusion first. Summarize; do not simply repeat the details of the project overview. Alert recipients to changes or problems in the project, but maintain a positive tone to assure your audience all is well and going to plan. Be honest. Don’t make things sound like they’re going well when they are not. But also don’t self-lacerate or apologize for setbacks or breakdowns.]*