Sample Progress Report

DATE: April 10, 2001
TO: Jim McWard, Instructor
FROM: Joan Beckett
SUBJECT: PROGRESS REPORT FOR STUDENT WEB SITE

INTRODUCTION

I decided to create a web site for people interested in European travel. This Web site will increase consumer awareness of the company and provide travelers with valuable information on several European countries. Objectives of the web site include:

1. Increasing awareness of travel opportunities in Europe
2. Providing links to low cost airfares and hotels.
3. Providing a page of news related to European current events and issues.

DISCUSSION

Work Accomplished

In the last two weeks I have accomplished the following:

1. Project Planning: I have created a navigation tree that organizes all the pages for the entire web site. The project management plan of mine also details the amount of time it is expected to take me to develop each part of the web site.

2. Requirements Gathering: To better help me determine what users would expect from a web site focused on European travel, I created a survey form that members in the technical writing class completed. The results of the survey have given me a clearer idea as to the perceptions a lay reader has toward Europe. Because of this survey, I have had to modify the material on the web site significantly. I now have more space devoted to geographical and political information for European countries.

3. Design: I have compiled most of the drawings and photographs that I hope to use on the web pages. I have also created a company logo that will be featured on each page.

Work Remaining

To complete the web site project I need to complete the following:

1. Page construction: I have completed rough drafts of four of the pages on my web site, but I have to revise those and still create three more pages.
2. **Testing**: Once the first version of my web site is completely finished, I will have members in the technical writing class test it for usability. On the basis of their recommendations, I will revise the site further.

3. **Submission**: When I have completed my final revision after the usability test, I will submit my web project for evaluation. I plan to upload it to the network by the due date and to print out hard copies for you as well.

The project schedule shown below indicates project deadlines and milestones for each of the above-mentioned phases. It clearly separates the work accomplished from the work remaining.

Problems Encountered
The most significant problem encountered was the loss of several graphic files when the computer network crashed on April 2, 2001. The survey I conducted also showed me that I did not have a clear concept of audience, so I needed to revise my original plans for my web site.

CONCLUSION/RECOMMENDATION

My web site project is approximately 30% complete. I expect to have it done by the due date if the computer network does not pose further problems.

I appreciate the amount of class time we have been given for working on our web projects. I hope that this continues. When my first draft is completed next week, I look forward to receiving your comments on how I can make my web site better.
**Annotation:** This student writes her progress report to inform her instructor on her web site construction progress. The introduction summarizes the project clearly and identifies the goals of the web site. The discussion section describes the work accomplished, the work remaining, and the problems encountered. The conclusion summarizes the work accomplished and recommends ways for the instructor to help further with the project. Throughout the progress report, the student makes use of highlighting techniques such as numbered lists, subheadings and graphic, making the report more accessible to readers.