Writing Progress Reports

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Purpose of Progress Reports

- Team snapshot
  - Clarifies team position
    - Communication within team
    - Clarifies current achievements / remaining hurdles
- Maximizes usefulness of limited class time
- Real life experience
  - Industrial
    - Syncing teams and projects
  - Graduate school
    - Meetings with advisor
## Content

- **Boilerplate**
  - Title, team names date, problem statement
  - MINIMIZE
- **Restatement of Team Goals (Last week)**
- **Specific accomplishments**
  - By individual or subgroup if possible
  - Shows how team work is delegated
  - Everyone can shine
- **Specific goals for next week**
  - Can’t gauge progress if not specific
- **Current difficulties**
  - Starting point for advisor meeting
  - Perhaps most important section
Content

- **Project schedule**
  - Be specific

- **Activities**
  - Sanity check w/ advisor and peer review
  - Feedback for you on remaining activity

- **Expenses**
  - Will you be on budget?