

PROGRESS REPORT OUTLINE

I. Introduction

- Briefly summarize the purpose and scope of the project
- Provide background information on the project

II. Progress made since the last report

- Summarize the work completed since the previous progress report
- Include any challenges or roadblocks encountered and how they were addressed

III. Current status of the project

- Provide an overview of the current status of the project
- Include any changes to the project timeline or budget

IV. Next steps and timeline

- Outline the next steps in the project
- Provide a timeline for the remaining work to be completed

V. Challenges and Risks

- Discuss any potential challenges or risks to the project
- Outline a plan for addressing these challenges and mitigating risks

VI. Conclusion

- Summarize the progress made on the project
- Reiterate the importance of the project and its objectives.



How To Write A Progress Report Paper

**Paul MacRae, Joel Hawkes, Laura
Fanning**



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