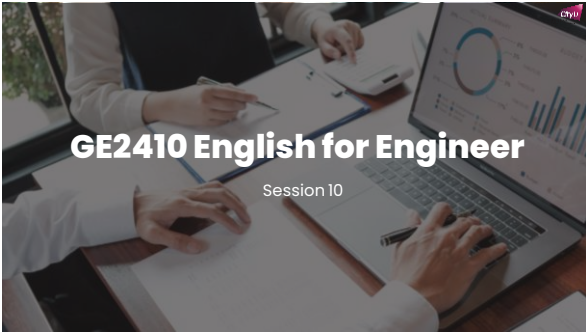
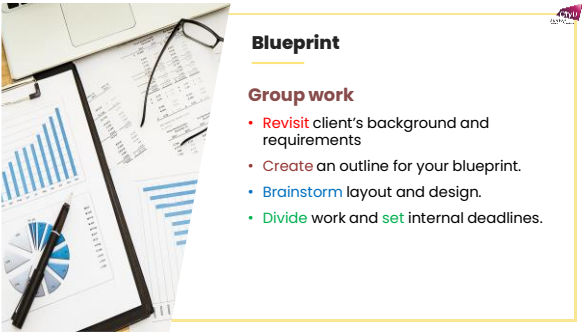




1



2

Simple only: students are not obliged to follow the sample word count for respective students listed

Section No: T _____

Title of proposal: _____

Group members: _____

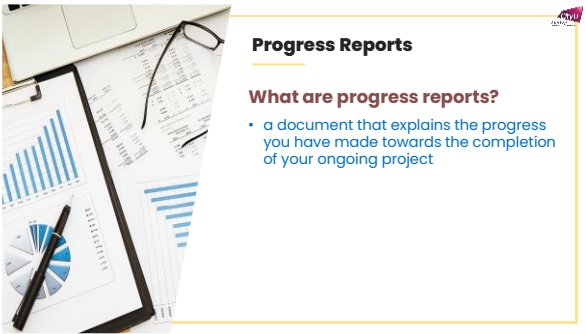
Item	Done by e.g.	Number of words e.g.	Individual sub-total (No. of words) e.g.
Title page	All	Word count excluded	
Table of Contents	All	Word count excluded	
Introduction	Student A	250	
Problem definition	Student A	100	
Problem solution	Student A	130	
Projects completed	Student A	70	450
Problem solution	Student B	860	
Final solution	Student B	40	900
Constraints	Student C	800	800
Time factors	Student D	30	
Financial factors	Student D	40	
Promotion	Student D	250	
After sale services	Student D	250	
Client's service	Student D	30	420
Students A – D, group		Grand total	2070

- An example template of how ensure equitable share of work for the Blueprint assignment.
- If there is a suspected case of a Free-rider, an investigation will be launched.
- Individuals from each team will be interviewed to see how much each person has contributed.
- For a Free-rider, who completes some work, ideas, and has only written about a page, the grade will be lowered by one to two grade levels, depending on work contributed.
- A Free-rider who does not contribute whatsoever, will fail the assignment.

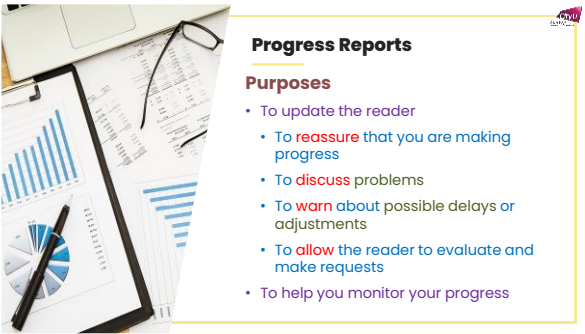
3



4



5



6



Progress Reports

Audience

- Internal
 - Manager
 - Senior consultant
 - Supervisor
 - Project Leader
 - Colleagues
- External
 - Clients
 - Investors

7



Samples [Unit 6]

8

Sample B

Sample B

MEMO

To: **Samira McNeill**, Vice President of Diversity Operations

From: **John Thompson**, Manager of Personnel HR

Date: **June 11, 2023**

Subject: **Progress Report on Training Project**

PROGRESS SUMMARY

On May 23, you asked that I write the report on the progress of the training project for the technical employees in all divisions offices. We agreed that the project would take about six to seven weeks and involve three phases.

Phase 1: Initial phase involves completing the forms.

Phase 2: Initial survey to see technical progress.

Phase 3: Interview a cross-section of all technical employees.

I have now completed Phase 1 and part of Phase 2. My observation thus far is that the project will take about six to seven weeks to complete. Then, in the second week, I will start with the training survey to all technical employees in all divisions offices.

WORKS NOT YET COMPLETED

In the first week of the project, I had extensive phone conversations with people in their respective divisions about their training progress. Then, in the second week, I will start with the training survey to all technical employees in all divisions offices.

Phase Interviews

I contacted three divisions for whom we have done similar forms in the past: Technical Consultants, Field & Associates, and ABE Engineering. There is a summary of my conversations.

Technical Consultants

Talked with Steve Roberts, Training Director, on May 22. Steve said that his division has more success with current training sessions. Each technical person completes several surveys in their division every year. There are several reasons for this success: they have more time to complete the surveys, they have more resources, and they have more experience with the surveys.

9

Sample C

Sample C

MEMO

To: **Samira McNeill**, Vice President of Diversity Operations

From: **John Thompson**, Manager of Personnel HR

Date: **June 11, 2023**

Subject: **Progress Report on Training Project**

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10

Sample D

Sample D

MEMO

To: **Samira McNeill**, Vice President of Diversity Operations

From: **John Thompson**, Manager of Personnel HR

Date: **June 11, 2023**

Subject: **Progress Report on Training Project**

PROGRESS SUMMARY

On May 23, you asked that I write the report on the progress of the training project for the technical employees in all divisions offices. We agreed that the project would take about six to seven weeks and involve three phases.

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Phase 2: Initial survey to see technical progress.

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WORKS NOT YET COMPLETED

In the first week of the project, I had extensive phone conversations with people in their respective divisions about their training progress. Then, in the second week, I will start with the training survey to all technical employees in all divisions offices.

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11

Sample B

Sample B

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To: **Samira McNeill**, Vice President of Diversity Operations

From: **John Thompson**, Manager of Personnel HR

Date: **June 11, 2023**

Subject: **Progress Report on Training Project**

PROGRESS SUMMARY

On May 23, you asked that I write the report on the progress of the training project for the technical employees in all divisions offices. We agreed that the project would take about six to seven weeks and involve three phases.

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12

Sample C

Internal

Sample C
 Title: The Impact of the COVID-19 Pandemic on the UK Economy
 Date: 15th March 2021
 To: The Board of Directors
 From: The Project Manager
 Subject: Progress on the COVID-19 Impact Study

The purpose of this report is to provide an overview of the progress made on the COVID-19 Impact Study. The study aims to assess the economic impact of the pandemic on the UK and to identify the key factors influencing the recovery.

Work Completed
 The study has been completed in accordance with the timeline. The completion date is 15th March 2021. The study has been completed in accordance with the timeline. The completion date is 15th March 2021.

Work Scheduled
 The study has been completed in accordance with the timeline. The completion date is 15th March 2021. The study has been completed in accordance with the timeline. The completion date is 15th March 2021.

Remaining Issues
 The study has been completed in accordance with the timeline. The completion date is 15th March 2021. The study has been completed in accordance with the timeline. The completion date is 15th March 2021.

Conclusion
 The study has been completed in accordance with the timeline. The completion date is 15th March 2021. The study has been completed in accordance with the timeline. The completion date is 15th March 2021.

Overall Evaluation
 The study has been completed in accordance with the timeline. The completion date is 15th March 2021. The study has been completed in accordance with the timeline. The completion date is 15th March 2021.

13

Sample D

External

Sample D
 Title: The Impact of the COVID-19 Pandemic on the UK Economy
 Date: 15th March 2021
 To: The Board of Directors
 From: The Project Manager
 Subject: Progress on the COVID-19 Impact Study

The purpose of this report is to provide an overview of the progress made on the COVID-19 Impact Study. The study aims to assess the economic impact of the pandemic on the UK and to identify the key factors influencing the recovery.

Work Completed
 The study has been completed in accordance with the timeline. The completion date is 15th March 2021. The study has been completed in accordance with the timeline. The completion date is 15th March 2021.

Work Scheduled
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Conclusion
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Overall Evaluation
 The study has been completed in accordance with the timeline. The completion date is 15th March 2021. The study has been completed in accordance with the timeline. The completion date is 15th March 2021.

14

Progress Reports

In general

- The amount of work completed
- What part of the work is currently in progress
- The problems or unexpected things that have occurred
- What work is pending?
- How the project is going in general

15

A3 Progress Report on Blueprint

- Overview
- Work Completed
- Work to be Completed
- Evaluation
- Appendix

What will you include in each section? [Task]

16

Overview

Summarizes

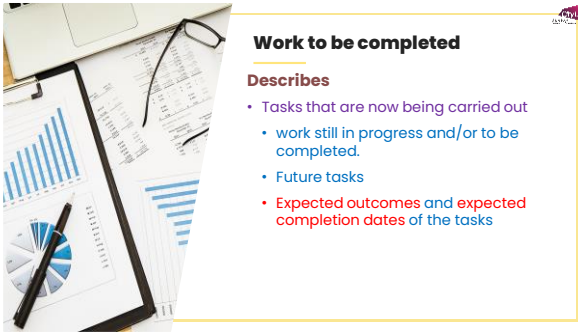
- The scope of work
- Brief background
- work phases and corresponding internal deadlines of the tasks related to the preparation of the blueprint
- a brief summary of completed phases.
- The work phases should be specific to your role in the team.

17

Work Completed

- A description of your progress and any issues that arose.
 - The completed task(s)
 - the actual outcomes of the task(s)
 - issues that need attention especially those that have caused delays
 - Actions taken or to take to deal with the issues
- Use sub-section heading
- Need to provide evidence

18

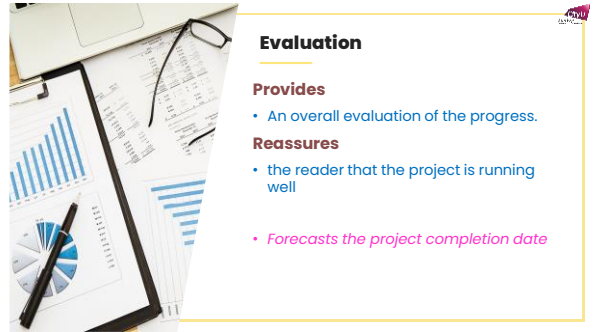


Work to be completed

Describes

- Tasks that are now being carried out
 - work still in progress and/or to be completed.
 - Future tasks
- Expected outcomes and expected completion dates of the tasks

19



Evaluation

Provides

- An overall evaluation of the progress.

Reassures

- the reader that the project is running well
- Forecasts the project completion date

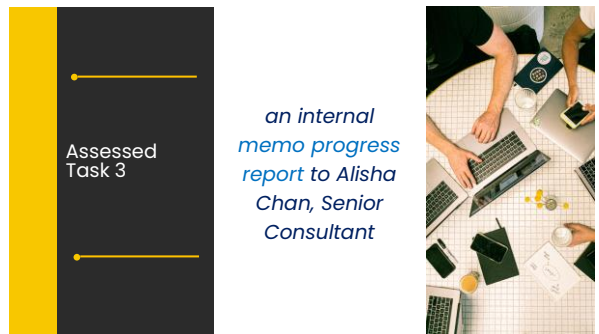
20



Appendix

- Evidence of your work progress
 - screenshots of your draft blueprint
 - notes from meetings held
 - references of additional secondary research
 - other relevant evidence
- Use subheadings to organize the Appendix if necessary.

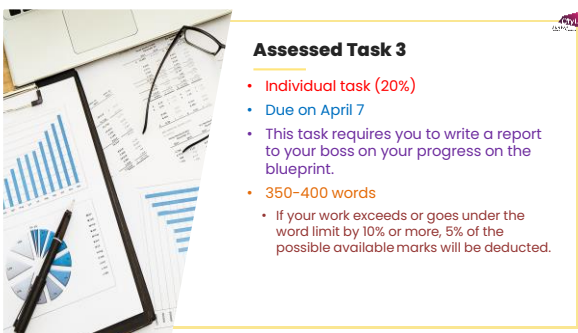
21



Assessed Task 3

an internal memo progress report to Alisha Chan, Senior Consultant

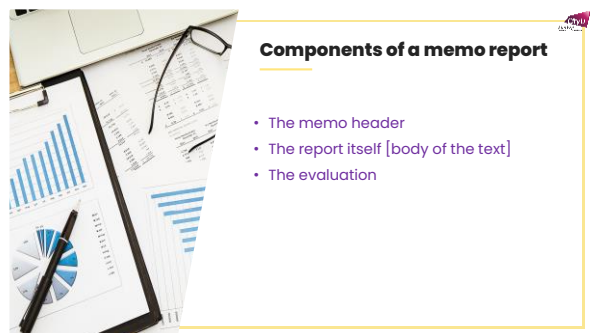
22



Assessed Task 3

- Individual task (20%)
- Due on April 7
- This task requires you to write a report to your boss on your progress on the blueprint.
- 350–400 words
 - If your work exceeds or goes under the word limit by 10% or more, 5% of the possible available marks will be deducted.

23



Components of a memo report

- The memo header
- The report itself [body of the text]
- The evaluation

24



The Header

- The top part of the first page
- Carries the following elements:

To:	name of the recipient, e.g., Chan Tai Man, Project Manager
From:	name of the writer, e.g., Mary Wong
Date:	date the memo was written
Subject:	the subject line that shows the subject matter of the report

Who should the address(es) be your Assignment?

What might be a good subject line for your Assignment?

25



26



Tenses

- Study Samples B-D
- Observe the tense(s) that are used to describe actions that have been completed

- Past Tense
- Present Perfect

27



Language Use

- Read the report in Sample D.
- Where does the writer...
- Mention delays / emerging issues?
- Reassure the reader?
- Refer to prior communication?
- What language phrases are used to achieve the above rhetorical functions?

28

Reporting Emerging Issues

	Phrase	Approach
1	<i>As with any large databases, there are a few outstanding issues that need to be ... resolved...</i>	Justification
2	<i>Despite the delays caused in ... the system design, work involved in the ... construction has not been interrupted much.</i>	Bad news-good news
3	<i>The modifications, as brought up in our last conversation, will require some input from your department and will take approximately an extra week of work.</i>	Reference to prior communication
4	<i>On the whole, the system design is sound and there is a realistic timeline in place.</i>	Reassurance

29



30

Prior Communication

Referring to prior communication

- "As agreed, ..."
- "As discussed earlier, ..."
- "As already described in the first progress report, dated ..."
- "... as brought up in our last conversation, ..."



31

Formality

Semi-formal tone

Since your progress report is an internal one, what can we do to sound less formal?

- Use personal pronouns when referring to yourself or the team, e.g. "I" "we"
- Use less passive voice



32

Important Reminders

- The format of your progress report should look like Sample B, **not Sample D**.
- The content should look **completely different** from the samples.
- Although the samples contain useful phrases, do not copy large chunks or entire sentences. Otherwise, **a penalty will apply for text-borrowing or plagiarism**.



33

Extra Help

Online resources

- <http://literacy.elc.polyu.edu.hk/engineering/student/progress-reports>
- Guides available at CityU :
<http://libguides.library.cityu.edu.hk/content.php?pid=81441&sid=604355>
- Guides available at the Purdue University website
https://owl.purdue.edu/owl/research_and_citation/resources.html

Reminder:

Remember that the work you report in your progress report for Assessed Task 3 is totally different from that presented in the sample reports.



34

Reminder:

You are supposed to summarize *what* you have done since the initial client meeting.



35

Reminder:

- Do not report results of interviews, surveys, or experiments that you have never conducted. Doing so will result in a heavy penalty.



36