

4th year Projects: Progress (or Preliminary) Report

At the end of the first semester of your project work, you usually need to present a report of your progress to date. You also need to present the plan of the work you will do to complete the project in the second semester. This plan is sometimes very similar to the plan that you presented in your Project Proposal at the beginning of the project; at other times you will need to revise the plan based on the first semester work.

Requirements

Different departments have different requirements for the progress report, so that the guidelines presented here are general in nature. You must always check the particular requirements of your department so that you can then apply these guidelines successfully.

The **length** of the Progress Report varies from department to department. For example in Mechanical Engineering, the length is about 2000 words, while in Civil Engineering the preliminary report is a maximum of 5,000 words. In some departments you may be required to prepare a poster presentation rather than a report to outline your progress during the first semester.

Purpose

The **purpose** of the progress report is:

- to summarise the work you have already completed in the first semester, and
- to outline in detail the work you will carry out during the second semester in order to realise the objectives of the project.

Format

The **format** of the Progress Report is formal report format. Typical **sections** in a progress report and their **contents** are outlined below.

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Lei Shi



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