PROGRESS REPORT
Oral Presentation

Objectives:
1. To report what work has been accomplished thus far.
2. To describe problems encountered or expected to be encountered. For the former describe how you solved them. For the latter describe potential solutions.
3. To present a revised schedule and, if necessary, revised scope of work.

Audience: Your client (use instructor as surrogate)

Content: Your presentation should contain at least the following:

1. A brief review of your project.
2. Clear descriptions of any changes in the scope of work.
3. Descriptions of problems which have arisen since the project proposal and how you intend to deal with them.
4. A discussion of major decisions made.
5. A revised project schedule with major tasks shown.