

A progress report is a executive summary of the progress an individual (and his team) has made on a certain project over a certain time frame. An individual may report and explain the work that has been covered, resources spent, unexpected problems or instances that the project has undergone (if any), estimated time of completion, and other details concerning the project at hand.

# Steps in Writing a Progress Report

Writing a progress report might not come easy to most people, especially for beginners. Still, a progress report is an important document which gives the writer a chance to communicate with the recipients.

- **Figure out the purpose of your progress report.** This will be your guide on how to write your report.
- **Begin by writing the header.** This typically includes the project report name (or report subject), writer's name and position, date of submission, name and position of recipient, etc.




- **Mind your language and tone.** Use formal language and tone in your report. Avoid sounding too casual or friendly. Use simple language in writing.
- **Be consistent.** Try to stick to the format you use for your other progress reports.
- **Use a few visual aids.** Include a few visuals (graphs, figures, diagrams, [charts in pdf](#), etc.) to support your report.
- **Cite sources.** Recognize the sources of your information in your report.



- **Review and revise your report.** You can create a [checklist in excel](#) to guide you in revising and polishing your report.

## Dos in Writing a Progress Report

### Dos

- **Think about your audience.** Learn how to communicate with your audience.
- **Be direct to the point.** Avoid adding unsolicited opinion, and go straight to the point.
- **Stick to the topic.** Do not confuse your readers by including unnecessary topics.
- **Keep it simple and concise.** Deliver y   
[formal report](#) using a few words.