Summer 2011

To: English 304 Students
From: Allison Hitt
Date: June 15, 2011
Subject: Progress Report

Greetings:

Between a proposal and a formal report, Progress Reports are required (one for each group) to provide updates on team progress. Because this document reports progress, it is important to be truthful. Do not conveniently omit tasks that are not done. This is something important to take with you to your professional careers because managers will notice omissions. It is best to address what has not been completed. However, you will still want to show that you have a strategy for moving the incomplete to complete.

There are four primary components to a progress report:

1) Introduction to your project
2) Past or completed work
3) Future work
4) Conclusion and/or recommendations.

Progress reports are typically archived by companies and used as references later. They also help hold employees accountable for their work. One of the functions of this particular document is to convince your reader that you will succeed with this report. It is important to include details on the work completed, but the ultimate question is whether or not the deadline will be met.

Please see the attached sample below. Note that the students writing the report below requested an extension, which may be an option in the professional world but is not an option for us due to the constraints of the semester. Group Progress Reports are due Friday, June 17, 2011. As always, contact me with any questions you may have.

Thank you,

Allison

To: R. J. Janoski, President
From: ----------
Date: March 10, 2007
Subject: Progress Report for the Economic Feasibility Study concerning the Construction of an Injection Molding Production Facility

In our Economic Feasibility study we have been concentrating on collecting data that will be used to determine which method of procuring injection molding mixing tubes is less expensive and more reliable: our current method of outsourcing from Plas-Pak Industries or investing in the construction of our own production facility. Our goal is to determine from the collected data the cost per unit for an injection molded part obtained through outsourcing and the cost per unit on an injection molded part obtained after the construction of our own production facility. Additionally, data has been collected on adjacent land, building, equipment, and labor costs.

Preliminary Results

After analysis of company purchase orders and utility bills, and examining the product received from Plas-Pak Industries we have determined the cost of one injection molded tube to be $0.60. The cost of high-density polyethylene, from which the injection parts are made, can be purchased at a rate of approximately $0.36 – $0.39 per pound. Additionally, the cost of building our own production facility including land, building, and equipment has been estimated to be $315,000. However, the cost of the mold and operation cost of the injection molding equipment have not been determined. Therefore, we have not been able to determine an accurate cost per injection molded part produced by our own facility.

Future Work

Over the course of the next few weeks we will try and determine the cost per injection molded part produced by our own constructed production facility. This will allow us to establish if the current method of outsourcing is the most cost effective mode of obtaining plastic adhesive mixing tubes, and if it not, how much cheaper it would be to manufacture our own injection molded tubes. Additionally, if it is determined that it would be cost effective to build our own production facility we will also determine how long it would take to pay off the initial investment, which will be used to purchase the building, land, and equipment.

Conclusion & Recommendations

We have received ample assistance from consulted employees of our company. However, Plas-Pak Industries is not releasing information about how much it costs them to produce one injection molded part citing confidentiality. This has hampered our effort to determine an accurate cost per injection molded part and we therefore request a project schedule adjustment for an additional three business days to our draft deadline. This will not, however, affect our ability to deliver our final project presentation on April 26th. If the extension is granted you will receive our feasibility draft in hard-copy and electronic format on April 17th instead of April 14th.Thank you for your consideration and please contact us with any questions or concerns.