



E 303: TECHNICAL WRITING

School of Literature and Languages
Louisiana Tech University



White Paper Progress Report Memo

To: Mr. Merchant's English 303 students
From: Mr. David M. Merchant, English Instructor
Subject: Progress report on white paper memo instructions
Date: April 17, 2020

The purpose of this memo is to give instructions for filling out the white paper progress report memo.

Instructions

The progress report is a status report on a project or task. For this class, you will give a progress report on the status of your white paper: what you have done so far, what problems you encountered so far, how did you mitigate or solve those problems, what is left to do, what problems you expect to encounter (if any), how you plan to mitigate or avoid those problems, an estimate of how much of the paper is finished (give a percent), and when you expect to finish the white paper.

Attached to these instructions is an annotated progress report for instructional purposes. This annotated report below is to show you what information goes where in the progress report.

Closing

I look forward to reading your progress report. If you have questions, please contact me via email or the course Moodle page (forum or messaging service).

Attachment

Annotated white paper progress report.



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White Paper Progress Report Memo

To: Mr. David M. Merchant, English Instructor
From: [Your name, first name and last]
Subject: Progress report on [your paper title; it can be your working title]
Date: [Date progress report is completed in month day, year format]

In this progress report, I present my progress on... *[Give a brief reminder/summary of your topic—usually, two sentences are enough; for example: In this progress report, I present my progress on the policy options for the mental illness epidemic in the United States' foster system. With 80% of children in foster care having a mental illness, it is critical that it be addressed by the federal government.]*

Project Summary

What I have completed so far are... *[Tell your reader what you have completed. Finished researching the problem/opportunity, finished writing the introduction, 75% finished with writing the obstacles section, etc. Group by category: research, writing, formatting, for example). Should be just one paragraph.]*

Problems I encountered so far... *[Discuss, briefly, what problems you encountered and how you dealt with them. Usually one paragraph but it can be more than one if necessary.]*

What is left to do... *[Tell your reader what you have left to do. Should be just one paragraph; group into separate paragraphs what is left to do by category, following the same order as in the "what I completed so far" paragraph above.]*

Problems I expect are... *["A problem I expect is..." Discuss, briefly, what problems or issues you expect in researching or writing so that you can finish and finish on time and how you will try to prevent or lessen those problems or issues. Usually one paragraph but it can be more than one if necessary, especially if you have multiple problems. If you do not foresee any problems, then simply state that you do not foresee any.]*

The white paper is % complete. I expect to finish by... *[Give the date or date and time you expect to be finished writing your white paper.]*

Closing

Please contact [your full name], at [your Ubiquitous email] or at 555-3976, if you have questions or comments or would like to discuss this project further.