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| Biweekly Progress Report Guidelines for BME 4951BME 4951  Spring 2016  **Form 3 of 3** | | |
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| **Professor** | **Dr. M. Walker III** | **Assessment** |

* **Each Report worth 3 points**
* **Due by 5pm of the Friday of week opposite your Oral Exam**
* **To be uploaded to your website and then link sent to the TA Holly Thomas (**[**Holly.Thomas@Vanderbilt.edu**](mailto:Holly.Thomas@Vanderbilt.edu)**)**
* **Total report should be 1 to 1.5 pages (double spaced 12 Font)**

Now that you have successfully submitted the grant proposal and are starting to secure the resources to do a project, you are expected to update the client on the progress of that project. This updating is usually handled by progress reports, which can take many forms: memoranda, letters, short reports, formal reports, or presentations. I typically want to minimize the constraints I place on students in the innovation process, but as a general rule, the progress reports should at least be formatted as below.

1. *Background on the project itself.* The client expects to be oriented as to what your project is, what its objectives are, and what the status of the project was at the time of the last reporting.
2. *Discussion of achievements since last reporting.* This section follows the progress of the tasks presented in the proposal's schedule
3. *Discussion of problems that have arisen.* Progress reports are not necessarily for the benefit of only the client. Often, you the engineer benefit from the reporting because you can share or warn your client about problems that have arisen. In some situations, the client might be able to direct you toward possible solutions. In other situations, you might negotiate a revision of the original objectives, as presented in the proposal.
4. *Discussion of work that lies ahead.* In this section, you discuss your plan for meeting the objectives of the project. In many ways, this section of a progress report is written in the same manner as the "Plan of Action" section of the proposal, except that now you have a better perspective for the schedule and cost than you did earlier. The Gantt chart should be updated in each progress report in this section.
5. *Assessment of whether you will meet the objectives in the proposed schedule and budget.* In many situations, this section is the bottom line for the client. Failure to meet the objectives in the proposed schedule and budget can result in the engineers having to forfeit the contract. In other situations, such as a research project, the client expects that the objectives will change somewhat during the project.