

## TWDB GUIDELINES FOR A PROGRESS REPORT

Texas Water Development Board Contractors are required by their contracts to provide Progress Reports usually with the submission of an invoice/payment request.

The progress report should contain the following standard elements:

- Date: Date the memo is sent
- To: Name and position of the reader
- From: Name and position of the writer
- Subject: TWDB Contract Number and the period that this report covers (i.e. Progress Report 09/01/11 – 11/30/11)

*Work Completed: (The next section of a progress report explains what work has been done during the reporting period by Scope of Work task. Specify the dates of the reporting period and use active voice verbs to report progress made)*

*For Example:*

Task 1: Completed 3 draft chapters and all appendices. Met with sub consultants on their chapters

Task 2: Completed sample collection throughout river reach.

Task 3: No work completed in reporting period.

Problems:

If the reader is likely to be interested in the glitches you have encountered along the way, mention the problems you have encountered and explain how you have solved them. If there are problems you have not yet been able to solve, explain your strategy for solving them and give tell the reader when you think you will have them solved.