

FIGURE 10.6 How to Write a Memo-Style Progress Report

progress report

This **progress report** is written in a memo format because it is a short report intended for an internal audience.



MEMORANDUM

TO: Rudy Glenn, VP of Fashion Products
 Janice Kerwin, Production Manager
 FROM: Eve Ireland, Lead Designer
 Niki Jantzen, Design Associate
 DATE: November 22, 20XX
 SUBJECT: Progress on SleekLine Adaptive Swimsuit Design

IDENTIFYING INFORMATION

Identify the names and titles of the recipients and the senders in the header.

PREVIEW

Provide a subject line that serves as the title of the report.

Begin by identifying the purpose of the project and briefly summarizing the progress made.

Project Summary

We are on schedule with the design and prototyping of the SleekLine adaptive swimsuit. The product fills an unmet market need: a swimsuit that women with rheumatoid arthritis can independently put on and take off despite their limited flexibility and range of motion. Over the past month, we have created three mockups that we have tested with potential users in a focus group. Based on the information gathered, we have narrowed our design to a tankini-style swimsuit with a top that opens in the front so that it can slip on like a shirt or jacket. The swimsuit top is secured with magnetic snaps that hold tightly but do not require finger flexibility to open or close. We are currently in the process of testing and prototyping the design.

DETAILED DISCUSSION

Use specific and meaningful headings for your content to organize your discussion.

Provide detail about the work completed.

Work Completed Since Last Report

From October 30 until now, we have accomplished the following activities:

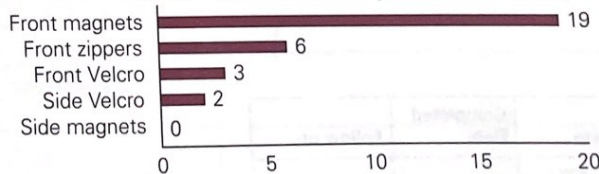
- Met with the occupational therapists at Central Rehabilitation Hospital to identify the specific requirements for our design
- Developed three alternative designs using three different closure systems: magnets, Velcro, and zippers
- Produced mock-ups of five designs
- Conducted two focus groups and user-tested our mock-ups with 30 women, aged 30 to 60, who have rheumatoid arthritis

Include preliminary findings or results, if you have any.

Preliminary Findings (See Figure 1)

1. Women testing the swimsuits overwhelmingly (28 out of 30) preferred the closure to be in the front of the swimsuit.
2. The majority (19 out of 30) found magnetic closures to be easiest to use.

Figure 1: Number of Users Who Preferred Specific Swimsuit Closure Styles



MyLab Business Communication

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Work Planned for Next Two Weeks

During the next two weeks, we plan to conduct rigorous functional testing of fabric and magnets, simulating the conditions of swimming and water aerobics. Our goal is to determine the optimal strength, spacing, and polarity of magnets.

Discuss work planned.

We will incorporate the results of the testing into prototypes and conduct a second round of swim tests. We will have a tested prototype by December 15.

Anticipated Problems

While users overwhelmingly like the magnets, users lack confidence that the magnets will hold safely and securely during water activities. Our marketing department will need to address these issues in product labeling and advertising.

Identify any anticipated problems

to alert the reader to potential issues and allow others to start planning solutions.

Other: