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9.7 Progress Report: Filling in Your Supervisor

WEB

As office manager for the Animal Rescue Foundation (<http://www.arf.net>), a nonprofit organization that rescues and finds homes for abandoned and abused animals, you have been asked to come up with ways to increase community awareness of your organization. For the past month, you have been meeting with business and community leaders, conducting Web research, and visiting with representatives from other nonprofit organizations. Your supervisor has just asked you to prepare a written report to outline what you have accomplished so far.

Your Task. In memo format write a progress report to your supervisor. In your memo (a) state whether the project is on schedule; (b) summarize the activities you have completed thus far; (c) discuss thoroughly the work currently in progress; and (d) describe your future activities. Also let your supervisor know any obstacles you have encountered and whether the project is on schedule.