



Prince Mohammad Bin Fahd University  
**Electrical Engineering Department**

---

## **Progress Report Template**

**Version 2.0**

**November 2012**

Prepared by:

**Dr. Nizar Tayem**

**Mr. Ahmed Abul Hussain**

**Report Format:**

---

Each team has to submit one or more progress reports as required by your supervisor. In this report you have to describe the work you completed after a certain time period. You should describe in detail the status of your project.

The supervisor uses this report to gauge and assess the progress made by each team, make corrections (if any) to project scope and plan, and to advise and guide students in successfully completing their project on time.

The required format for your progress report is given below.

1. **Cover page:** include a cover page (see next section)
2. **Project Summary:** Describe how your project is proceeding (in general), what percentage of work has been completed, how many tasks remain, problems faced, and other related things.
3. **Project Status:** This section provides details on the progress made so far.
  - (a) **Details of Tasks Completed:** Describe in detail the tasks completed, include as much information as possible with tables, diagrams, graphs, etc.
  - (b) **Preliminary Results:** Show the results of any testing or simulations you have conducted based on the tasks you have completed so far. Tabulate your data and produce necessary plots. Analyze the data and/or plots and make comments.
  - (c) **List of Tasks Remaining:** List all tasks that remain to be completed.
  - (d) **Budget status:** Are you able to complete the project within the estimated budget? How much has been spent? Are you exceeding the original budget?
4. **Project Plan:** Describe how you have managed the project so far:
  - Is it progressing according to schedule (original plan)?
  - Did you make any changes to the original plan?
  - Did you make any changes/improvements to the project scope?
  - What is the outlook for the remaining tasks?
  - Show the updated project plan.
5. **Contribution of Team Members:** Write about the contribution of each team member. (Report in person to the supervisor any problems you may be having with members who are not contributing in any way).
6. **Challenges Faced:** Describe all challenges you have faced so far and how you have solved them or found a way around them. Also, describe any challenges you may face in future and how they may impact the project.
  - (a) Problems with team members not cooperating/meeting.

- (b) Problems or delays in procuring required parts/components/tools.
- (c) Problems with equipment or components not working or malfunctioning.
- (d) How have the problems impacted the project?

Note: Facing challenges is an important part of the project experience. These challenges should **NOT** be taken as an excuse for unsatisfactory or incomplete work on the project.

7. **Conclusions:** Write briefly about the status of your project, the challenges you faced, and the work that remains. What are your feelings about how the project is progressing? Can you complete it in time?

**Cover Page:** Your progress report must have a cover page with the following information:

- Name of department and university
- Project title
- Course name and section number
- Names and IDs of team members
- Date of submission
- Name of supervisor(s)

See next page for a sample cover page.

**Department of Electrical Engineering**  
**Prince Mohammad University**

PROGRESS REPORT

Design of a Smart Home System

Group members:

Abdullah - 201010101

Osama - 201010102

Date Report Submitted: 22/4/2012

Supervisor: Mr. Ahmed A Hussain