**Progress Report Memo Content** (20% of grade)

- Header – Includes To, From (names, initials), Subject, Date
- Purpose – Describes purpose of memo.
- Objectives – Describes objectives of project.
- Progress – Describes progress on project, including
  - background research
  - literature search
  - development of OCS (see below)
- Problems – Describes problems encountered, how they were/will be resolved.
- Plans – Describes plans for completing next phase of project.

**Progress Report Memo Writing** (20%)

- Factual accuracy – Statements appear to be valid.
- Logic – Conclusions follow from premises.
- Organization – Follows rational, understandable order.
- Clarity – Language is clear and understandable.
- Style – Appropriate to a professional technical report.
- Wording – Appropriate words are used.
- Grammar – Correct.
- Spelling – Correct.
- Punctuation – Correct.
- Length – Long enough to present the material, but not more than two pages.

**Annotated Bibliography** (20%)

- Sufficient entries – At least six references.
- Order – Alphabetical by first author’s last name.
- Relevance – Entries relevant to project.
- Authority – References are authoritative, i.e., scholarly and/or technical in content.
- APA style – See Reference List sections of http://owl.english.purdue.edu/owl/resource/560/01/.
- Annotation – Each entry includes brief summary.

**Operational Concept Statement** (40%)

- Title – Has a descriptive title.
- Appearance – Describes what system will look like.
- Use – Describes how system will be used.
- Misuse – Describes how system might be misused or abused.
- Hardware/Software – Describes necessary hardware/software.
- Interface – Describes user interface.
- Users – Describes potential users of system.
- Skills/Training – Describes skills and training required to use system.
- Environment – Describes environment(s) in which system will be used.
- Other – Describes any other special considerations or constraints.

**Comments**

- = unsatisfactory, ✓ = satisfactory, + = good