Progress Report Presentation

Team Members: __________________________________________________________

Project Title: ____________________________________________________________

Introduction (graceful opening; name[s]; project title, etc.):

Project background, including objectives, provided:

Progress to date (appropriate to audience, timing, etc.):

Project plans:

Constraints, roadblocks addressed:

Deadlines addressed:

Summary, reminders, questions, asks for questions:

Delivery (audibility, pace, inflection; eye contact, note dependence; mannerisms; etc.)

1st (name):
2nd (name):
3rd (name):
4th (name):

Visuals, if used (layout; professional quality; clarity; usefulness; handling):

Professionalism (all appropriate to audience; poise; enthusiasm; timing; polish):