

FIGURE 26.1

Outline for Erin's Progress Report on Increasing Efficiency

This outline shows how Erin organized a report in which she described her progress on a project aimed at reducing the time needed to change a saw blade used in her employer's manufacturing process.

She devotes one section of her report to each of the elements of the superstructure for progress reports.

Her full report is shown in Figure 26.3 on page 643.

Introduction

Erin describes the work covered in her progress report, including the work's purpose. She identifies the time period covered.

Past work

Erin emphasizes her accomplishments, including her discovery of a problem that is causing inefficiency.

Future work

She tells specifically what she will do.

Conclusions

Erin indicates that she's behind schedule and asks for assistance.

Recommendations

She describes actions that can be taken immediately.

Progress on Efficiency Project

I. Introduction

- A. I am reporting on the efficiency project.
- B. This report covers my work for the past two weeks.
- C. I focused on the hot saw.

II. Past Work

- A. I discovered a problem with the location of the tools.
- B. I discovered a problem with the blades our supplier provides.

III. Future Work

- A. During the next two weeks, I will visit Winnipeg to check on their hot-saw process.
- B. I will also check on their loading dock procedures.

IV. Conclusions

- A. I'm behind schedule; please let Larry help me for a few days.
- B. I have two recommendations.
 - 1. Build a tool stand next to the hot saw.
 - 2. Look for a new supplier or get ours to meet our specifications.