

TO ENGLISH 402 STUDENTS
FROM SUZANNE WEBB, INSTRUCTOR
RE WEEK 10 AGENDA
DATE MARCH 17, 2012

THIS WEEK ... WEEK 10 ... (March 18-24)

Current Project:

[PORTFOLIO 2 : PROPOSALS & RFPs <----the assignment sheet](#)

RESOURCES IN YOUR TEXTBOOK

Proposal 617-627

RFP 599-602

Progress Reports Ch 21

REMINDER YOUR WEEKLY PROGRESS REPORTS ARE DUE! –Every Monday by 11:59 pm.

*****HELPFUL HINT*****

READ (or re-read) CHAPTER 20 AND 21 NOW! These two chapters will help you right now with the weekly progress reports as well as guide you through portfolio 3 in just a few weeks.

In these weekly progress reports-- LET ME REALLY KNOW HOW IT'S GOING. *2 or 3 sentences does not a progress report make.* Yes, these are very informal, like a memo. Look up how to write a memo and look up (or read your text) for what a progress report is. You should cover 1) what's been done this week; 2) what will be done the coming week; 3) issues or triumphs. And include a list of who is doing what.

NOTE: --*projects always hit snags.* I want to say that so that you are prepared. They just *do.* Talk to me about them in your weekly reports. Or, maybe, you've had an exceptional week. *I want to know.* Progress. Trials. Needs. Plans. Let me know who has done what. Let me know what's next. These are all components of progress reports. Sharing information with me also helps you to refine the written work you are producing right now—whether that be survey questions or email interview requests. Having someone edit for you and/or with you helps you develop clearer communication skills. Furthermore, these weekly reports help your team stay focused, keeps me in the loop, and holds everyone accountable for forward progress. Most projects you will encounter in the work world will have weekly meetings and written minutes and reports to the project managers.

*****The entire, completed, professional Portfolio 2 containing a detailed, multi-page PROPOSAL, an RFP, and a Self-Assessment (reflection) from your team (individual or group reflections are acceptable) is due on APRIL 22.**

You have about 5 weeks to research, write, revise, double-check, and submit your final products.

When you have a spare minute, take a look at [PORTFOLIO 3](#). There is a quick turnaround for the final portfolio and a look ahead might be a good thing. Portfolio 3 is an individual project. Get started when you can. Meanwhile, have a great week. And, feel free to email between progress reports—I'm out here to bounce ideas off of.

--Sue