GECC3430 Servant Leadership

Chung Chi College, The Chinese University of Hong Kong

**Interim Progress Report Form**

*recommended submission period:* ***February***

*Individual course supervisor may specify another date of submission*

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Course supervisor)

From: \_\_\_\_\_\_\_ (Group No.)

Group members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Tasks*Add paper if necessary*** | **Completed** | **In progress**  | **Behind schedule** | **Not yet started** |
| 1. Finalized Project Objectives and Stakeholders: |  |  |  |  |
| 2. Needs Assessment:  |  |  |  |  |
| 3. Project Contents and Implementation: |  |  |  |  |
| 4. Project Deliverables:  |  |  |  |  |
| 5. Budget, Risk Management and Evaluation of the Project:  |  |  |  |  |
| 6. Difficulties anticipated /encountered in data collection, analysis or group discussion: |
| 7. Work Plan (Short Term and/or Long Term): |
| 8. Preparation for Oral Presentation: *(remark: presentation materials to be provided not less than 1 week before presentation)* |  |  |  |  |
| 9. Preparation for Written Final Project Proposal: |  |  |  |  |
| 10. Other issues that are related to this group project *(please specify)*: |  |  |  |  |

Signatures of the group members: Date: