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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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: