

Free progress report sample

[Business](#), [Company](#)



The primary objective of writing this letter is to apprise you on the developments achieved so far in my final project. The basis of my research is the effectiveness of time management to acquire the best results of the company. The statement of the problem broadly focuses on the methods that top management can adopt to make sure they use time available in the best way possible. A number of firms face the problem of meeting their goals and objectives on time. Most of the reports are submitted behind schedule which costs the management. On a narrower content, my project targeted the time utilized by employees in travelling. There is a lot of time lost between getting from one station to the next either in the morning or while changing workstations. I have focused on two sites that provide travel services to companies. The two websites are expedia. com and orbitz. com. Depending on the quality of service, and the cost involved a group can choose either or both of the websites as their travelling agencies.

The audience of my final report includes managers who are willing to use cost effective methods of travelling in their firms. The primary objective of most businesses is profit maximization. Choosing the most appropriate website will improve the productivity of the employees consequently improving the performance of the firm. So far, I have managed to hold a number of investigations regarding the websites in questions. There are two parts involved in the conducted study of the report. Quantitative method of data collection is the most appropriate in my research. However, there are aspects of a qualitative study. The mix of quality services and the most cost-effective way explains the reason for using two methods of design. I have been able to determine the charges of both the sites used in my study.

The main challenge I am experiencing is on the qualitative study. I am using questionnaires as my source of information as with regards to the quality of services offered. However, I have come across unwilling correspondents. The target responses are from the managers of different firms that use either of the websites. Managers are adamant in providing me with the information as they are afraid it might leak to their competitors. Most managements are using the travel secret as their strength to the opponents in the industry. Moreover, it is quite expensive travelling to reach different people for the responses. The paperwork used in designing the questionnaire is a bit expensive. Additionally, I have used available books in the library to get secondary information about the effectiveness of using the websites.

So far, there are no changes that have occurred in the work schedule that I had submitted. A small problem though has affected the timeframe of my research and as a consequence my paper is lagging behind by one week. I have been able to make significant development in the results of my study. Successful interviewing of more than ten managers in different industries is one of the significant progress made. Additionally, report about the costs of the websites is complete. A part of the work remaining is to merge the various results and come up with the most appropriate mix of the service. At the end of the research, I will be able to conclude on the most effective way that firms can use to cut down on the expenses used in commuting. The help I need is on the most convincing way of getting information from management of companies. I would appreciate any help on the alternative way of obtaining firsthand information that does not involve a lot of paperwork. As my research focuses on cost-effectiveness, I need to adopt

cheap methods of carrying out the study.

Sincerely,