Project Planning and Development Report Template

Macquarie University - School of Computing

COMP8851 / COMP8860

Project Planning and Development Report Template

(To be submitted in Week 4 - Weighting: 30%)

1. Title Page (Mandatory - No title page: -10%)

Include:

- Name of the host organization

- Student name, Student ID, and session

- Submission date

- Degree program and Unit Code

- Macquarie University and School of Computing

- MQ logo

2. Executive Summary (Mark: 3%)

Provide a concise overview (300-400 words) of the entire proposal, including:

- Brief introduction to the organization

- Key goals of your internship

- Summary of planning, project scope, and resource allocation

3. Acknowledgment (Mark: 2%)

Briefly acknowledge any support received from your academic supervisor, industry supervisor, peers, or administrative

staff in preparing the proposal and planning.

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4. Table of Contents (Mandatory - No table of contents: -5%)

Include:

- Main headings and subheadings with page numbers

- List of figures/tables if applicable

5. Organization Overview (Mark: 5%) - 500 words minimum

Include:

- Background and history of the organization

- Industry context and major services/products

- Organizational goals or mission

- Role and relevance of the internship unit to the organization

6. Internship Project Proposal (Mark: 5%) - 600 words minimum

Detail the specific project or tasks you are expected to undertake. Include:

- Project title and summary

- Project aims and objectives

- Expected outcomes or deliverables

- Alignment with your academic and professional goals

7. Resource and Skill Planning (Mark: 5%) - 500 words minimum

Outline the resources and preparation needed for a successful internship. Include:

- Hardware/software/tools required

- Any training or prior knowledge needed

Project Planning and Development Report Template

- Skills you bring to the internship and any gaps identified

- Time management or productivity strategies

8. Engagement and Communication Plan (Mark: 4%) - 400 words minimum

Explain how you have engaged or plan to engage with the organization. Cover:

- Point(s) of contact at the company

- Frequency/method of communication

- Clarity on project expectations, timelines, and feedback loops

9. Risk Assessment and Contingency Planning (Mark: 3%) - 300 words minimum

Identify potential challenges or barriers (e.g. communication, tech issues, time zones) and how you plan to mitigate them. Also, discuss backup plans (e.g. fallback internal project options).

10. Timeline and Milestones (Mark: 3%)

Include a Gantt chart or milestone table outlining:

- Weekly progress expectations from Week 5 to Week 13

- Key deliverables and checkpoints

11. Reflection on Readiness (Mark: 2%) - 300 words minimum

Reflect on your personal and professional preparedness for this internship. Address:

- Confidence in your plan

- Anticipated learning outcomes

- How this project contributes to your long-term career goals

Project Planning and Development Report Template

12. References (if any) (Mark: 1%)

Use APA format for any external sources, industry documents, or tools referred to in your planning.

Marking Breakdown (Total 30%)

Section	Mark
Executive Summary	3%
Acknowledgment	2%
Organization Overview	5%
Internship Project Proposal	5%
Resource and Skill Planning	5%
Engagement Plan	4%
Risk & Contingency Planning	3%
Timeline & Milestones	3%
Reflection on Readiness	2%
References	1%
Total	30%