**Project Report**

**Project Name:\_\_\_\_\_\_\_\_\_\_**

**Team:**

1. **(NIM) Full Name**
2. **(NIM) Full Name**
3. **(NIM) Full Name**
4. **(NIM) Full Name**
5. **(NIM) Full Name**
6. **(NIM) Full Name**

**Supervisor/ Lecturer:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Entrepreneurship Hatchery Course**

**Odd 2023/2024**

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**CHAPTER 1. INTRODUCTION (Group)**

Provide details on the rationale and context driving the development of your project. Explore the market potential and opportunities, drawing insights from market surveys concerning the proposed product ideas for marketing. Additionally, highlighting the distinctions and advantages over comparable existing products. It's essential to disclose the characteristics of the target market (potential customers) to explain their presence and distribution.

* 1. **The Progress Report**

1. Identification of Existing Problems: Describe the process undertaken to recognize and define the problems or challenges your project aimed to address. Include any research, analysis, or methodologies used to pinpoint these issues.
2. Planning Phase: Outline the strategic planning involved in devising a solution or product. Include details on brainstorming sessions, feasibility studies, and any initial concepts considered.
3. Development Stage: Explain the step-by-step progression from concept to creation. Detail the methodologies, tools, technologies, or frameworks utilized during the development phase.
4. Testing and Iteration: Elaborate on the procedures followed to test the solution or product. Discuss any iterations, modifications, or adjustments made based on testing outcomes or feedback received.
   1. **Products/ Service/Apps**

Present the finalized solution or product achieved at the conclusion of the project. Describe its features, functionalities, and how it effectively addresses the identified problems or challenges **- provide the photo/ screenshot of your product**

* 1. **Social Media Accounts**

Create 3 Social Media and explain the Social Media Platform You Use and Reasons for Choosing It and **provide the link and screenshot of your social media**

**CHAPTER 2. BUSINESS PLAN OVERVIEW (Group)**

This chapter outlines the overall environmental factors signaling resource potential and **market opportunities**. It briefly presents the business feasibility through a financial analysis, particularly focusing on a minimum **two-year cash flow projection** demonstrating the potential sustainability of the business.

**CHAPTER 3. IMPLEMENTATION METHOD (Group)**

The execution approach provides an explanation of methods and strategies for example in producing products, their packaging, marketing, and the procedural steps involved in meeting program objectives. Detail the activities undertaken and the tools/materials utilized during the work stages.

**CHAPTER 4. COST AND SCHEDULE OF ACTIVITIES (Group)**

**4.1 Cost Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Types of Production | Source of Funds | Fund Amount (Rp) |
| 1 | Consumables (e.g. ATK, paper, materials, etc.) maximum 60% of the proposed amount | Personal |  |
| Other Agencies (If any) |  |
| College |  |
| 2 | Rent and services (equipment rental/services; third-party product manufacturing services, etc.), maximum 15% of the proposed amount of funds | College |  |
| Other Agencies (If any) |  |
| College |  |
| 3 | Local transport maximum 30% of the proposed amount of funds | Personal |  |
| College |  |
| Other Agencies (If any) |  |
| 4 | Other (e.g. communication fees, publication access fees, social media adsense fees, etc.) a maximum of 15% of the proposed funding amount | Personal |  |
| College |  |
| Other Agencies (If any) |  |
| **Sum** | | |  |
|  | | |  |
| **Fund Source Recap** | | Personal |  |
| College |  |
| Other Agencies (If any) |  |
| **Sum** |  |

Table 4.1 Cost Budget Plan Recap

**4.2 Schedule**

Table 4.2 Schedule of Activities

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Types of Activities | Month | | | | | Person in Charge |
| 1 | 2 | 3 | 4 | 5 |
| 1 | <<Name of Activity 1>> |  |  |  |  |  |  |
| 2 | <<Name of Activity 2>> |  |  |  |  |  |  |
| 3 | Social Media Account Creation |  |  |  |  |  |  |
| 4 | ............ |  |  |  |  |  |  |
| 5 | ............ |  |  |  |  |  |  |
| 6 | Progress Report Generation |  |  |  |  |  |  |
| 7 | Final Report Generation |  |  |  |  |  |  |

NOTE: The activity schedule is adjusted to the Activity Stage and is limited to 4 (four) months to 5 (five) months. The schedule is prepared in the form of a bar chart for the proposed activity plan and in accordance with the format in Appendix 1.

**BIBLIOGRAPHY**

The bibliography is written in typeface using *Times New Roman* size 12 normal print. Text uses 1.15 line spacing, and text alignment uses left and right alignment. The bibliography contains information about library sources that have been referenced in the body of the writing. Each library referenced in the manuscript should appear in the bibliography, and vice versa. The library reference format follows Harvard style (last name, year and sorted alphabetically). The bibliography contains complete information on traceability of sources of information complete traceability of information sources.

Example:

**Book Writing Resources**

Author1, Author2 etc. (Last name, abbreviated first name). Year of publication. *Book title italics*. Edition, Publisher.Place of publication.

**Source of Article or Journal Writing**

Author1, Author2 etc., (Last name, abbreviated first name). Year of publication. The title of the article.*Journal name is italicized*. Volume (Number): Page.

**Seminar/Conference Proceedings Writing Resources**

Author1, Author2 etc., (Last name, abbreviated first name). Year of publication. The title of the article. *Conference Name (italics)*. Date, Month and Year, City, Country. Yard.

Michael, R 2011. Integrating innovation into enterprise architecture management. *Proceeding on Tenth International Conference on Wirt-schafts Informatik*.16-18February

**Website Writing Resources**

Author (Last name, abbreviated first name). Year. Heading. Uniform Resources Locator address (URL). Date accessed.

**Appendix 1. Biodata of Group Leader and Members, as well as Accompanying Lecturers**

Head Biodata

1. Self-Identity

|  |  |  |
| --- | --- | --- |
| 1 | Full Name |  |
| 2 | Gender | Male / Female |
| 3 | Courses |  |
| 4 | NIM |  |
| 5 | Place and Date of Birth |  |
| 6 | E-mail Address |  |
| 7 | Phone/Mobile Number |  |

1. Student activities that are/have been participated in

|  |  |  |  |
| --- | --- | --- | --- |
| No | Types of Activities | Status in Activities | Time and Place |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. Awards Ever Received

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Types of Awards | Awarding Party | Year |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

All the data I fill in and listed in this biodata is true and legally accountable. If in the future it turns out that there is a discrepancy with reality, I am willing to accept sanctions.

Thus, I made this biodata actually to meet one of the requirements in submitting PKM-K.

City, dd – mm - 2023

Team Leader

Signature (original wet TT\*)

(Full Name)

Member Bio 1

1. Self-Identity

|  |  |  |
| --- | --- | --- |
| 1 | Full Name |  |
| 2 | Gender | Male / Female |
| 3 | Courses |  |
| 4 | NIM |  |
| 5 | Place and Date of Birth |  |
| 6 | E-mail Address |  |
| 7 | Phone/Mobile Number |  |

1. Student activities that are/have been participated in

|  |  |  |  |
| --- | --- | --- | --- |
| No | Types of Activities | Status in Activities | Time and Place |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. Awards Ever Received

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Types of Awards | Awarding Party | Year |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

All the data I fill in and listed in this biodata is true and legally accountable. If in the future it turns out that there is a discrepancy with reality, I am willing to accept sanctions.

Thus, I made this biodata actually to meet one of the requirements in submitting PKM-K.

City, dd – mm - 2023

Team Members

Signature (original wet TT\*)

(Full Name)

Member Bio 2

1. Self-Identity

|  |  |  |
| --- | --- | --- |
| 1 | Full Name |  |
| 2 | Gender | Male / Female |
| 3 | Courses |  |
| 4 | NIM |  |
| 5 | Place and Date of Birth |  |
| 6 | E-mail Address |  |
| 7 | Phone/Mobile Number |  |

1. Student activities that are/have been participated in

|  |  |  |  |
| --- | --- | --- | --- |
| No | Types of Activities | Status in Activities | Time and Place |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. Awards Ever Received

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Types of Awards | Awarding Party | Year |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

All the data I fill in and listed in this biodata is true and legally accountable. If in the future it turns out that there is a discrepancy with reality, I am willing to accept sanctions.

Thus, I made this biodata actually to meet one of the requirements in submitting PKM-K.

City, dd – mm - 2023

Team Members

Signature (original wet TT\*)

(Full Name)

Biodata of Lecturer

1. Self-Identity

|  |  |  |
| --- | --- | --- |
| 1 | Full Name (with title) |  |
| 2 | Gender | Male / Female |
| 3 | Courses |  |
| 4 | NIP/NIDN |  |
| 5 | Place and Date of Birth |  |
| 6 | E-mail Address |  |
| 7 | Phone/Mobile Number |  |

1. History of Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Ladder | Science | Institusi | Year of Graduation |
| 1 | Bachelor (S1) |  |  |  |
| 2 | Magister (S2) |  |  |  |
| 3 | Doctor (S3) |  |  |  |

1. Tri Dharma Track Record of PT

Education/Teaching

|  |  |  |  |
| --- | --- | --- | --- |
| No | Course Name | Mandatory/Optional | Credits |
| 1. |  |  |  |
| 2. |  |  |  |

Research

|  |  |  |  |
| --- | --- | --- | --- |
| No | Research Title | Funders | Year |
| 1. |  |  |  |
| 2. |  |  |  |

Community Service

|  |  |  |  |
| --- | --- | --- | --- |
| No | Community Service Title | Funders | Year |
| 1. |  |  |  |
| 2. |  |  |  |

All the data I fill in and listed in this biodata is true and legally accountable. If in the future it turns out that there is a discrepancy with reality, I am willing to accept sanctions.

Thus, I made this biodata actually to meet one of the requirements in submitting PKM-K**.**

City, dd – mm - 2023

Accompanying Lecturer

TTD

(Full Name)

**Appendix 2.** Rationale for Allocating Resources within a Budget for Activities **(below is the example)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No, | Types of Production | Volume | Unit Price (Rp) | Value (Rp) |
| 1 | Ingredient Shopping | | | |
|  | Cutter/carving tools/scissors/other production tools |  |  |  |
|  | Canvas fabric/metal material/wood/other raw materials |  |  |  |
|  | SUBTOTAL |  | - |  |
| 2 | Rental Expenditure | | | |
|  | Software rental |  |  |  |
|  | Server rental/hosting/domain/SSL/journal access |  |  |  |
|  | Rent a lab. (including use of lab tools) |  |  |  |
|  |  |  |  |  |
|  | SUBTOTAL |  | - |  |
| 3 | Local trips | | | |
|  | Material preparation and product manufacturing activities |  |  |  |
|  | Marketing activities |  |  |  |
|  | Other activities |  |  |  |
|  | SUBTOTAL |  | - |  |
| 4 | Other | | | |
|  | Adsense social media accounts |  |  |  |
|  | Health protocols (masks, sanitizers, etc.) |  |  |  |
|  | Workshop services |  |  |  |
|  |  |  |  |  |
| SUBTOTAL | |  | - |  |
| GRAND TOTAL | |  | - |  |
| GRAND TOTAL (Multiple ......) | | | | |

**Appendix 3. Organizational Structure of the Implementation Team and Distribution of Tasks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Name/NIM** | **Courses** | **Science** | **Time Allocation (hours/weeks)** | **Job Description** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**Appendix 4. Statement Letter of the Team Leader**

STATEMENT LETTER FROM THE HEAD OF THE EXECUTIVE TEAM

The undersigned:

|  |  |  |
| --- | --- | --- |
| Team Leader Name | : |  |
| Student ID Number | : |  |
| Courses | : |  |
| Name of Accompanying Lecturer | : |  |
| College | : |  |

Hereby declare that my PKM-K proposal with the title:

The proposed (activity title) for fiscal year 2024 is original to our work and has not been financed by any other institution or funding source.

If in the future it is found that there is a discrepancy with this statement, then I am willing to be sued and processed in accordance with applicable provisions and return all costs that have been received to the State treasury.

Thus this statement is made truly and truthfully.

City, dd – mm - 2023

Which states,

Stamp worth Rp. 10,000

Signature (original wet TT\*)

(Full Name)

NIM.

**Individual Reflection (Individually)**

Create a Reflective Space: Find a quiet and comfortable space where you can focus without distractions. Use Reflective Prompts: Consider using reflective prompts to guide your thinking. These prompts could include questions such as:

* What challenges did I face, and how did I overcome them?
* What successes have I achieved, and what can I learn from them?
* What are my plan related with entrepreneurship after finish my Entrepreneurship Hatchery?