# Key Performance Indicators (KPIs)

## KPI 1: Completion and Documentation of Mini Project (Document Management System - DMS)

\*\*Objective:\*\* To deliver a fully functional web-based Document Management System with core capabilities.

\*\*Target:\*\*

* - Minimum 90% of planned features (upload, edit, delete, search, email notification, JWT authentication) implemented.  
  - Functional prototype demonstrated to the supervisor by end of internship.  
  - Technical documentation prepared and submitted.

\*\*Measurement Method:\*\* System testing report, source code review, and supervisor evaluation.

## KPI 2: Contribution to Internal Policy and Standard Review

\*\*Objective:\*\* To support the division in improving documentation quality related to cryptographic policies and standards.

\*\*Target:\*\*

* - Actively assist in drafting, reviewing, or updating at least 3 internal policy or standard documents.  
  - Ensure bilingual version (English and Malay) is prepared.

\*\*Measurement Method:\*\* Number of documents finalized, review notes, and supervisor feedback.

## KPI 3: Awareness Program Participation and Support

\*\*Objective:\*\* To increase awareness on cryptographic technologies through departmental outreach.

\*\*Target:\*\*

* - Assist in organizing at least one awareness workshop (e.g., Post-Quantum Cryptography).  
  - Prepare workshop materials and compile event summary report.

\*\*Measurement Method:\*\* Workshop materials, attendance record, participant feedback rating ≥ 80%.

## KPI 4: Technical Report and Documentation Quality

\*\*Objective:\*\* To produce high-quality written outputs relevant to cryptographic technology and system development.

\*\*Target:\*\*

* - Submit a complete internship report, including technical write-ups and system documentation.  
  - Ensure zero critical errors in formatting, clarity, or structure.

\*\*Measurement Method:\*\* Evaluation by internship supervisor and university reviewer.

## KPI 5: Team Collaboration and Communication

\*\*Objective:\*\* To demonstrate effective communication and collaboration with internal teams.

\*\*Target:\*\*

* - Actively participate in team meetings and discussions.  
  - Respond to all assigned tasks within the given timeframe.

\*\*Measurement Method:\*\* Attendance logs, task completion records, and peer/supervisor evaluation.

## KPI 6: Adherence to Information Security and Best Practices

\*\*Objective:\*\* To apply secure coding and cryptographic governance principles in practical tasks.

\*\*Target:\*\*

* - Ensure all development tasks follow internal security guidelines (e.g., password handling, access control).  
  - Implement at least 2 best practices from OWASP/Secure Coding guidelines in the DMS project.

\*\*Measurement Method:\*\* Code review checklists and security compliance verification by the supervisor.