Dear Intern

Interim project report is an inherent component of your internship. We are enclosing a reference table of content for the interim project report.

The key objective of this report is for you to capture how far you have got in completing the internship work against milestones expected to be achieved within a specific duration and seek the mentor’s feedback. Depending on the internship project and your progress (IT/Non-IT, Technical/Business Domain), you may choose to include or exclude or rename sections or leave some sections blank from the table of content mentioned below. You can also add additional sections. You can refer the project presentation to view the milestones related to your internship project. Please populate milestone# (1 / 2 / 3) and the milestone description in the interim project report based on the milestone for which you are submitting the interim project report.

You can refer the project presentation to view the milestones related to your internship project.

|  |  |
| --- | --- |
| Internship Project Title |  |
| Name of the Company |  |
| Name of the Industry Mentor |  |
| Name of the Institute |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Start Date | End Date | | Total Effort (hrs.) | | Project Environment | Tools used |
|  |  | |  | |  |  |
| Milestone # |  | Milestone: | |  | | |

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