**Interim Report**  
(Word limit of 2000 words; approx 400 words per header)  
**1. Description of Project Work (20%)**  
This should provide a concise description of the work done or tasks carried out so far i.e.  
prior to the point of submission of the interim report. The specific role of the student and the tasks undertaken should be clearly stated.  
The description of the work done should be placed within the immediate context of the  
business within which these tasks serve a purpose. If an application were being developed,  
then it should state the purpose of the application for the business or the users.

I am an IT Security Officer within the Security Governance Team working for IRAS.

Vulnerability Assessment

**2. Reflections on the Organisational and/or Technical Knowledge/Skills required for  
the project work (20%)**  
This would be based on the student’s understanding of the organisational and/or technical knowledge and skills required, and the extent to which the student is equipped with these to do the job from the start and the extent to which the student has picked up these knowledge and skills over time.  
The student shall reflect on the manner and pace with which they had gone about picking up new knowledge and skills. This should include a reflection on the major hurdles and difficulties they had gone through and how they had managed to overcome these or are still managing.

Programs used – Microsoft Excel, PowerPoint, Word and Visual Basic Applications. Rapid7, IRAS Portal, AlgoSec Firewall Analyzer

**3. Reflections on Project Schedule and Time Management (20%)**  
Student should reflect on the importance of time management in relation to the project  
schedule. Were there unanticipated or unexpected events that had affected the schedule? How did they go about catching up with what they were expected to have completed, but had let slipped because of such events? Students could draw examples from their project work experiences in reflecting on such situations of slippage or urgencies which they had to contend with. Did they manage to overcome these situations? Were there consequences they have to bear with? If things had gone on well instead and according schedule, were there any particular reasons contributing to these? In either case, were there lessons they had learnt in time management?

Hectic

**4. Reflections on Communication (20%)**  
Communication serves many purposes. Communication, whether oral or written, serves as a means of providing instructions in a project; serves to establish a clear understanding on what each member of the team is responsible for; serves to build bonds and social relationships between people in an organisation; serves to elicit clear requirements from users for system development, and many more. Most of these are only made possible first of all with clear communication. Where communication is misunderstood, this can create the very opposite of what one intends to achieve. Historically, there is no lack of information systems that had failed due to problems in communication. Reflect on the area of communication in your daily tasks, the purpose of such communications, any problem that had arisen, and the lessons learnt from these.

Oral communication – Team meetings, updates to higher ups

Online communication with coworkers using Microsoft Teams and email.

* One thing I realised is that not everyone has English as a first language. It is important to use simple to understand language to establish a clear line of communication between all the parties.

My other friend keeps cursing audibly whenever he gets irritated

**5. Evaluation of work done (20%)**  
This refers to the tasks and deliverables assigned to the student. Student should provide a discussion of the quality of the work done or the deliverables completed so far. Are these to the satisfaction of the student and supervisor? How much of these are yet to be completed or have the student moved ahead of the work schedule? Looking ahead what else needs to be done? Are there improvements the student would suggest to make things better?

I have been relatively good at my task, clearing out the large amount of work this quarter, which has been 3 times as big as the normal quarter.

Looking ahead, all deliverables will be for the