« 1st MONTH » PROGRESS REPORT

GUIDELINES

After one month working on your End of Study Project , you are expected to deliver a report including the following items. You can use any template of your choice to edit the report, provided that you detail the aforementioned requests, in coordination with your company or laboratory tutor.

YOUR NAME	
COMPANY or LABORATORY NAME	
SUBJECT (TITLE ONLY)	

Caution: If any data provided on the "first week report has changed", please send an updated "first week report" sheet with your first month report (Memoir title, Memoir abstract, contact details)

1. Detailed objectives of your End of Study Project

Provide here the detailed objectives of your project, including expected deliverables (the deliverables mentioned here are the ones the company expect, in addition to your Memoir)

2. Internship environment

Provide here the company department description, the name and title of experts who can help, your technical environment etc

3. Project plan

Provide here your project plan, including the main milestones and a risk assessment.

4. Initial approach to handle the subject

After one month, you should be in a position to explain how you will handle your subject . Provide the details here, including state of the art and/or previous work review.