



PROJECT REPORT

<>  
  
<PROJECT NAME>

|  |  |  |  |
| --- | --- | --- | --- |
| **Created By:** | <Intern Name> | **Approved By:** | <Domain Lead Name> |
| **Created On:** | DD-MMM-YYYY | **Approved On:** | DD-MMM-YYYY |

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**General Instructions for using the Live Project Report Template**

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* The **text between inequality (< >) is to be replaced** by relevant text
* Please **remove the yellow highlight on the Text** between the inequality (< >). This is done to help you notice the text to be changed/replaced
* The text in *italics* highlighted in grey is just for reference and should be removed after adding the relevant text

# **PROJECT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** |  | | |
| **Project Sponsor** |  | | |
| **Project Manager** |  | | |
| **Start Date** | DD-MMM-YYYY | **Completion Date** |  |

# **SUMMARY**

*<Explain what the project was expected to deliver, why the project was needed and what the long-term benefits have been or will be. Even though a summary is placed at the beginning of a project report, you can only write it once your entire report is complete.>*

<Type Here>

# **INTRODUCTION**

## Background

*<Take this section from the problem statement & the discussion points from requirement elicitation meeting>*

<Type Here>

## Stakeholders

*<Take this section from the problem statement & the discussion points from requirement elicitation meeting>*

<Type Here>

## Objectives

*<Reference the objectives in the* ***Project Charter*** *and describe what has been achieved. If there were any changes to the project objectives since the* ***Project Charter*** *was approved/submission they should be documented here.>*

<Type Here>

# **METHODOLOGY**

These conventions are all about the positions of line breaks, how many characters should go on a line, and everything in between.

## Considerations & Assumption

*<Mention any constraints, challenges and reasons for making the assumptions you made for delivering this project that formed to basis for working on this project>*

<Type Here>

## Approach

*<Mention the structured approach you adopted to solve the problem and why. Keep it conceptual>*

<Type Here>

## Activities

*<Mention the activities you performed to deliver the project. E.g. requirement gathering, planning, etc.>*

<Type Here>

# **TARGETTED V/S ACHIEVED OUTPUT**

*<Mention the targeted output in the project plan and against it what you have been able to achieve. Also mention the reason of deviation. Please remember the deviations will not impact the evaluation and the results of your internship. This sections will help you to analyse the results and understand the cause for deviation that will be lessons learnt for you and would help you to perform better in the next project>*

<Type Here>

# **CONCLUSION**

*<Mention the how it will prove to be useful for the stakeholders and what can be the future scope>*

<Type Here>

# **APPENDICES**

## Appendix A – Title

<Add component table as required>