



# WEEKLY FEEDBACK REPORT

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Project Management Early Internship  
Week - 1



## Project Management Trainee Internship Week-1 Feedback Report

**Team Name: PMT - 30**

**Role: Project Manager**

**Internship: Project Management Trainee Early Virtual Internship**

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### **Performance Rubric (Rated out of 5 Stars ★)**

Criteria	Rating	Comments
<b>Project Understanding</b>	★★★★☆	Shows a solid grasp of project requirements, though some minor refinements could enhance clarity.
<b>Project Charter Quality and Integration</b>	★★★★☆	Basic charter with some necessary elements, but lacks strong integration and clarity.
<b>Role Definition &amp; Clarity</b>	★★★★★	Roles are clearly established with distinct responsibilities, fostering accountability and collaboration.
<b>Event Planning Strategy</b>	★★★★☆	Well-structured event plan with most key details considered, minor improvements needed.
<b>Session Execution Plan</b>	★★★★☆	Structured execution plan with clear flow, ensuring session objectives are met.
<b>Risk Management</b>	★★★★☆	Identifies basic risks but lacks detailed mitigation plans.
<b>Marketing &amp; Promotion</b>	★★★★☆	Effective marketing approach ensuring good visibility and audience engagement.
<b>Soft Skills</b>	★★★★☆	Strong communication and collaboration skills, ensuring smooth interactions.



## Areas Where You Excelled

- **Project Understanding:** Demonstrated a strong grasp of project objectives and requirements, ensuring clarity in execution.
- **Role Definition & Clarity:** Established highly structured roles, fostering accountability and smooth workflow.
- **Event Planning Strategy:** Developed an effective event planning strategy covering key logistical elements.
- **Session Execution Plan:** Designed a structured execution plan ensuring smooth facilitation and engagement.
- **Marketing & Promotion:** Implemented an effective marketing strategy, ensuring good visibility and engagement.
- **Soft Skills:** Showcased strong communication and collaboration skills, contributing to effective teamwork.

## Areas for Improvement

- **Project Charter Quality & Integration:** Covers basic elements but needs better refinement and depth.
- **Risk Management:** Identifies risks but needs a more structured approach to mitigation planning.

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## Final Thoughts & Next Steps

Congratulations on completing **Week 1** of the **Project Management Trainee Early Internship**! You've made a solid start, showing strong initiative and dedication. As we move into Week 2, focus on refining your project planning, clarity, and rationale for decisions. Strengthening these areas will make your project more effective and professional.

Keep improving your Kanban board organization and ensure your project charter is well-integrated with tasks and objectives. Don't forget to manage time effectively—aim for timely submissions, and continue developing the overall structure of your work.

Your progress is commendable, and with each step forward, you're getting closer to mastering key project management skills. Stay motivated, embrace feedback, and let's continue to build on this momentum!

If you need **any support or clarification**, feel free to **reach out**! We are here to help you grow and succeed in this internship.

**Congratulations on completing Week 1!**