Template Midpoint Report Template

SMART Goals [5%] max 5 pages
Complete 3 to 5 SMART Goals in the following format:

- **Specific Goal**: describe your goal and explain why it is specific and well defined
- **Measured By**: explain how you will measure your achievement of this goal
- **Why it is Achievable**: explain why it is achievable
- **Why it is Realistic**: explain why it is realistic based on the resources you have
- **When will it be delivered?**: when will you deliver on this goal?

Resource for SMART goals [https://www.atlassian.com/blog/productivity/how-to-write-smart-goals](https://www.atlassian.com/blog/productivity/how-to-write-smart-goals)

Reflective Diary [5%] max 5 pages
The reflective diary will be assessed in two parts – the weekly reflective diary and a midpoint reflection. Each are outlined below

**Weekly Reflective Diary [2.5%]**
For each week provide summary in the following 2-part format

Week x:

- **The events and tasks during the week**: a 2-3 sentence description of the week’s events and work tasks
- **What I learned this week**: a 2-3 sentence description of the main learnings from this week

**Midpoint Reflective Diary [2.5%]**
Provide a paragraph that describes the main learnings from your internship so far. Do not describe events or tasks.

Technology Management Processes [20%] max 10 pages
In this section you should describe the project management methods, team structures, tools, processes and communication strategies used in the company to manage the software development process.

- **Description of the PM processes and tools [10%]**
- **Critical evaluation of the strength and weaknesses of the approach used with suggestions for possible improvements if required [10%]**

MCS Internship Programme
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