**PROJECT WORK**

**\_\_\_\_ milestone report**

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| **Title of topic** |
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| **Student name:** |  |

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| **Student name:** |  |

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| **Name of institutional supervisor:** |  |
| Position of institutional supervisor: |  |
| Department of institutional supervisor: |  |

**Date:**

**I. PLANNING**

*In this section, Students are required to plan what assignments they will complete during the next milestone, explaining why, how and which subjects they are related to based on the curriculum of their studies.*

*Students need to plan the process of their implementation: they can split it into sub-tasks (e.g. WBS), assign a responsible person to them (e.g. RACI matrix), what tools (e.g. some PM software) they plan to use during implementation, what possible risks may arise and how to manage them, etc.*

**II. DEVELOPMENT OF WEEKLY TASKS**

*This chapter contains the elaboration and implementation of the milestone tasks, in sufficient detail, with explanations, calculations, diagrams etc. This is part of the concrete result to be produced as the goal of the project. If specialist literature or sources are used, everything must be referenced (according to the formal requirements of the thesis)! There is no prescribed scope or form for the development of the weekly tasks, however, the implementation should be the amount necessary for the professional elaboration and explanation of the questions.*

**III. RETROSPECTIVE**

*Students must "self-review" at each milestone. The team should reflect on how they worked during the milestone, how they communicated, what they did well, what they need to change or improve for the next milestone, what conflicts arose and how they were handled. Think about the positive things as much as the things to improve! For the second and third milestones, it should be examined whether the feedback and suggestions from the previous retrospective have been used to improve, change or take forward the positive aspects.*

**IV. REFERENCES**

*The use of APA format is recommended for citation.*