



Capstone Project Handbook

(Demonstrate What You Have Learnt)



Faculty of Business Administration

Mohammad Ali Jinnah University

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CAPSTONE HANDBOOK INFORMATION

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SECTION 1 – INTRODUCTION

About the MS (PM) Capstone Project

The MG6500 Capstone Project is a requirement to be completed under the MS (PM) program of the Mohammad Ali Jinnah University, Karachi. It must be completed by the Professional Stream (non-research) students of the program.

Introduction

A first-of-its-kind Capstone Project serves as a unique opportunity for MS (PM) students, who come from diverse educational background, to work on real-world industry projects. It is not merely aimed at testing the students' prior knowledge and what they already know, it is necessarily purported at enabling the students to undergo new learning and growth. The MAJU's MS (PM) program was designed as an employment-focused and industry-driven program. It continues to run along the lean learning concepts which means students save time, energy and resources by only focusing on gaining specialized knowledge and developing skillsets & competencies that are not only in demand by the contemporary project management industry but also indispensable for their professional growth as Project Management Professional.

The Capstone Project will enable students to learn diverse set of skills which may include but are not limited to Project Resource Management, Stakeholder Management, Negotiation & Conflict Management, Complex Problem-Solving, Report Writing, Risk Management, Strategy & Governance, Communication & Leadership etc including the use of technological tools in projects. The spirit of Capstone Project proudly lies in the unique concept of '**500 Hours of PM Industry Practice**'. This necessitates students to formally engage in a real-world industry project and apply their knowledge of project management gained as part of the classroom learning. The Capstone must be completed as an independent study under the guidance of an academic supervisor and an industry mentor/expert. In order to successfully complete the requirements, students must pass the following assessment components.

- **1-page Capstone Proposal**
- **Mid-Semester Capstone Project Report and Presentation**
- **Final Capstone Project Report and Presentation.**

Why Capstone Project?

- The Capstone Project serves as a multi-pronged approach that enables students to apply their theoretical learning into practice, allowing them to demonstrate their ability to think, plan, organize, execute, write, present and solve problems as project management professionals.
- The Capstone focuses on crafting wide range of skills that are required to work as a project management professional such as creative thinking, strategic project planning, risk management, leadership communication & teambuilding, complex problem solving, sustainable resource management etc. enabled through smart learning approaches and diverse perspective.

- The Capstone would enable students to work effectively with different project teams, thereby applying their knowledge in the relevant project management domain and demonstrating ethical and social responsibility while being part of a real-world project.
- Consequently, the Capstone Project prepares students to step into the working world of project management. Undertaking a Capstone project would help students to demonstrate to prospective employers that they not only possess requisite knowledge and qualification, but they are also equipped with practical work experience and available as industry-ready professionals to fit into their working culture.

Objectives

The broad objectives of the capstone project are to enable students to apply knowledge and skills gained in different MS (PM) subjects such as the knowledge of various project management standards, methodologies & frameworks, project governance & leadership, risk management, teambuilding & communication skills coupled with the application of project management softwares and automation tools in managing real-world projects.

Learning Outcomes

The key learning outcomes of the Capstone Project for the MS (PM) students are as follow:

- Provide an opportunity to work on real-world projects in their specialized field of project management in order to gain practical project management experience.
- Instill the required skillsets and attributes that are not only greatly valued by the employers but also fit well for students in their professional careers as project management professionals.
- Boost critical thinking and problem-solving abilities for managing complex projects.
- Enhance written and spoken communication skills in project management domain.

SECTION-II: CAPSTONE PROJECT SELECTION

- Given the time and energy that will be committed to a Capstone project, it is important to smartly choose a project while keeping in view your own interest, expertise and long-term career goals.
- Depending upon the Capstone pathway chosen, the project must involve original data collection or working on the existing project data as applicable.
- The student should identify a Capstone Project in consultation with the assigned faculty supervisor. The supervisor must approve the Capstone Project Proposal before commencement of work on the project.
- In the case of the students opting for Capstone Project under Pathway-2, they must additionally identify an Industry Mentor who could oversee work & endorse their involvement in the project.

Capstone Completion Pathways

The Capstone Project can be completed via one of the following pathways:

Pathway 1: Real World Business Project

- i. The student opting for this pathway would be required to work on a real-world business project.
- ii. Any project of academic or R&D nature can be chosen under this pathway.
- iii. The target industry/sector for the project must be related to student's chosen field of specialization within the MS (PM) program. The General Stream students can, however, opt for any industry.

Pathway 2: Real World PM Industry Project (500 Hours of PM Industry Practice)

- i. The student opting for this pathway would be required to undergo project management industry practice by formally joining or being part of a real-world industry project as a team member.
- OR**
- ii. The students can also opt to work as an independent PM Consultant/Expert/Service Provider offering project management services to an end user organization.
 - iii. The minimum duration of the project must be either 3 Months, 12 Weeks or 500 Hours. However, a longer duration project such as 1-2 years are encouraged.
 - iv. The project completion must be in sync with the submission deadlines of your capstone project. Students can also consider longer duration projects which they have already been working on even before the start of their Capstone project. However, such chosen projects must be scheduled to finish well before the Capstone official report submission deadline.

SECTION-III: REQUIREMENTS

General Requirements for Capstone Report

Your report should include key information as applicable (e.g. Project Scope Statement, WBS, Activity Network Diagram(s), Critical Path(s), Cost Estimates, Durations Estimates, Risk Register etc). It is recommended to generate data, visuals, results and diagram using at least one of the project management software/tools covered in the prior MS (PM) subjects at MAJU such as: Jira, Microsoft Project, Primavera etc. As such, there is no requirement for utilizing any specific project management software tool(s).

Caution!!

- **Do not falsify and make-up project data i.e. project sites, maps, layout, drawings, people etc. Use the updated project data, design and documents made available to you from your project.**

Proof of Association in a Project

A letter from the employer of a Project management organization confirming your Association in their project(s). The letter must include the following information:

- Name of company/firm/organization
- Project title
- Duration in months/weeks with start & end dates (including number of hours is optional)
- Name of Project Manager/Incharge/Head of Project
- Project Geographical location (Site Address/Office Location, City and Country)

Recommended Structure of a Capstone Report

Your Capstone report must look like a professional real-world Project Report. While there is no mandatory requirement to include specific headings, Given herewith is the recommended structure for your Final Project Report for both Pathways.

Pathway 1: Real World Business Project Report

Executive Summary (350-500 Words)

TABLE OF CONTENTS

CHAP 01: INTRODUCTION

- 1.1. Project Background and Introduction
- 1.2. Problem Statement / Project Background & Problem (or Opportunity) Context (Choose One)
- 1.3. Project Aims & Objectives
- 1.4. Project Scope
- 1.5. Project Significance
- 1.6. Add More Headings As Applicable

CHAP 02: LITERATURE REVIEW / INDUSTRY ANALYSIS (CHOOSE ONE)

- 2.1. Add First Order Heading (Theme 1)
 - 2.1.1. Add Second Order Heading
 - 2.1.1.1. Add Third Order Heading
- 2.2. Add First Order Heading (Theme 2)
 - 2.2.1. Add Second Order Heading
 - 2.2.1.1. Add Third Order Heading

CHAP 03: RESEARCH METHODOLOGY / PROJECT MANAGEMENT METHODS & APPROACHES (CHOOSE ONE)

- 3.1. Research Design / PM Method (Choose One)
 - 3.1.1. Add Second Order Heading
 - 3.1.1.1. Add Third Order Heading
- 3.2. Technologies Used (If Applicable)
 - 3.2.1. Add Second Order Heading
 - 3.2.1.1. Add Third Order Heading

CHAP 04: DATA ANALYSES & RESULTS / RESULTS & DISCUSSIONS (CHOOSE ONE)

- 4.1. Add First Order Heading (Theme 1)
 - 4.1.1. Add Second Order Heading
 - 4.1.1.1. Add Third Order Heading
- 4.2. Add First Order Heading (Theme 2)
 - 4.2.1. Add Second Order Heading
 - 4.2.1.1. Add Third Order Heading

CHAP 05: RESEARCH IMPLICATIONS & CONCLUSION/ RECOMMENDATIONS & CONCLUSION (CHOOSE ONE)

- 5.1. Research Implications / Recommendations (As applicable)
 - 5.1.1. Add Second Order Heading (If Any)
 - 5.1.1.1. Add Third Order Heading (If Any)
- 5.2. Conclusion
- 5.3. Limitations (if applicable)
- 5.4. Future Work (if applicable)

Reference List

Appendices (Survey Instrument/Interview Guide As Applicable)

Or

Appendices (Project Plans/Deliverables/Timelines As Applicable)

Pathway 2: Real World PM Industry Project Report (500 Hours of PM Industry Practice)

Executive Summary (350-500 Words)

TABLE OF CONTENTS

PHASE-1: PROJECT INITIATION

- 1.1. Project Background and Introduction
- 1.2. Project Problem/Opportunity/Business Case
- 1.3. Project Charter

PHASE-2: PROJECT PLANNING

- 2.1. Project Management Plan
 - 2.1.1. Scope Management Plan
 - 2.1.1.1. Project Scope Statement (Objectives, needs, Assumptions, Key Deliverables & Milestones, Boundaries, exclusions)
 - 2.1.1.2. Work Breakdown Structure
 - 2.1.2. Schedule Management Plan
 - 2.1.2.1. Project Gantt Chart
 - 2.1.3. Resource Management Plan
 - 2.1.3.1. Resource Breakdown Structure
 - 2.1.3.2. Resource Histogram
 - 2.1.4. Cost Management Plan
 - 2.1.4.1. Project Cost Breakdown
 - 2.1.4.2. Cost Baseline (S-curve and other cost considerations)
 - 2.1.4.3. Calculation of Cost Estimates Using Appropriate Technique(s).
 - 2.1.4.4. Project Budget
 - 2.1.5. Quality Management Plan
 - 2.15.1. Quality Planning
 - Quality Metrics
 - Acceptance Criteria
 - QC Inspection Plans
 - QA Audit Plan
 - List of Applicable Standards
 - 2.1.6. Communications Management Plan
 - 2.1.6.1. Meeting and Reporting Schedule
 - 2.1.7. Risk Management Plan
 - 2.1.7.1. Risk Register and Severity Levels/Ratings
 - 2.1.7.2. Risk Planning and Response Strategies
 - 2.1.8. Procurement Management Plan
 - 2.1.8.1. Sourcing Plan
 - 2.1.8.2. Quantity Surveys (If applicable)
 - 2.1.8.3. Procurement Agreements/Contracts/PO (If applicable)
 - 2.1.9. Stakeholder Management Plan
 - 2.1.9.1. Stakeholder Engagement Planning
 - 2.1.9.2. Stakeholder Register

PHASE-3: PROJECT EXECUTION (Only Include Documentary Evidence)

- 3.1. Execution of Project Management Plan
- 3.2. Managing Project Quality (Inspections/Audit Reports)
- 3.3. Procurement of Project Resources (Contracts/Agreements/Delivery Vouchers)
- 3.4. Project Team Development & Management (Training Plans & Records)
- 3.5. Project Communication Management (Performance/Progress Reports)
- 3.6. Implementation of Risk Response Strategies (Risk Response Effectiveness Evaluation Reports)
- 3.7. Conducting Procurement (Vendors Management/Contracts/POs)
- 3.8. Project Stakeholder Engagement & Management (Stakeholder Requirement Matrix/Meetings & Reporting)

PHASE-4: PROJECT MONITORING & CONTROLLING

- 4.1. Monitoring & Control of Project Work
- 4.2. Review of Integrated Change Control (Change Request)
- 4.3. Project Scope Validation and Control (EVM Reports)
- 4.4. Schedule Control (EVM Reports)
- 4.5. Cost Control (EVM Reports)
- 4.6. Quality Control (QC Reports)
- 4.7. Resources Control (Resources Calendar)

PHASE-5: PROJECT CLOSING

- 5.1. Project Closure
- 5.2. Documentation of Lessons Learnt
- 5.3. Add Any Other Heading (As Applicable)

Reference List

Appendices (Project Charter/List of Milestones/Plans/Timelines)

Hint: Submit the above subsidiary project plans one by one as weekly deliverables during week 5 to week 15. This will help you get early feedback from your mentor/supervisor and accordingly improve on an ongoing basis until you submit your final report.

Capstone Report Submission Instructions

Capstone Report Submission Template: All submissions must use the prescribed Capstone Report Template. Reports that don't follow the above template and formatting requirements will not be accepted.

Originality: All written reports must be original and written in students' own words.

Use of Generative AI Tools: Any student using generative AI writing tools will be awarded Zero marks.

Language: The Capstone Report must be written in English language. Both British and American dialects are acceptable provided one of these is followed consistently.

Report Submission Format: All reports must be submitted in both Word and PDF format.

Where to Submit Report: All Mid-semester and Final Capstone reports must be submitted to the Capstone Coordinator via MS Teams Classroom. Specific instructions will be issued well before the due dates.

Capstone Report Formatting Requirements

Executive Summary: The length must be between 350-500 words.

Report Length: The length should be between 8000-12000 words.

Page Size, Orientation & Margins: The page size must be A4 using Portrait Orientation. Margins should be preferably set as: Left = 0.75", Right = 0.75", Top= 1" and Bottom = 0.5". Alternatively, you can also use the default A4 size page margins. All non-text data must be aligned within these margins.

Report Title: Must be 16 points size and centered with Arial Black font. The title should be First word capital i.e. 'MS Project Management'.

Headings & Subheadings: All first order headings must be 14 points, Bold, Century Gothic Font style. All second order headings must be 12 points, Bold, Century Gothic Font style. All third order headings must be 11 points, Italicized, Bold, Century Gothic Font style. Any subsequent headings may not be assigned any numbering but can be represented in the form of bullet points.

Body Text: The text in the body along with references must use 10 points, Justified, Century Gothic Font style.

Indent: Do not indent the first line of a new paragraph.

Line Spacing: Ensure that the line spacing is 1.15.

Spacing Between the Paragraphs: Use 6 points spacing between the paragraphs.

Figure/Table Caption: All tables, figure must use 10 points, Centered & Bold Century Gothic Font style.

Picture/Image Format: All tables, figures, charts, graphs, photos etc. must be in the JPG/PNG format and inserted into the body of the report. Additional tabulated data and information should be included as Annexures.

Page Size: Please use A4 page size for your report.

References: Make sure to include the word "References" using 12 points, Bold, Century Gothic Font style just before the reference list. Reference style to be used is APA. All reference entries must be in alphabetical order and use 10 points, Justified, Century Gothic Font style. The line space between the references should be 1 pt. References should not be assigned any numbers or bullets.

Header & Footer: Please use A4 page size default header and footer margins. Make sure to include Capstone Report Title in the page header using 09 points, Centered, Bold, Century Gothic Font style. The footer of the paper should include the text "MS (PM) Capstone Project Report_Student Name_Semester_Year" using 09 points, Centered, Bold, Century Gothic Font style.

Capstone Project Report Evaluation Criteria

Capstone project will be evaluated based on the following criteria:

- Evidence of application of project management tools, methodologies and applications.
- Evidence of an in-depth inquiry on the theory & practice of project management.
- Review, evaluation and synthesis of relevant literature to contextualize the problem or opportunity in the relevant project management domain.
- Application of appropriate project management tools & techniques that support the core of project industry problem, opportunity or business case.
- Ability to conceptualize, organize and report the project in a professional manner.
- Ability to clearly articulate & present the project and answer questions in an open presentation.
- Use of clear and grammatically correct expressions.
- Use of APA referencing style.

Capstone Project Presentation

The final stage of the Capstone will be the Capstone Project Presentation. The Capstone Reviewers would consist of permanent and visiting faculty members from FoBA and other MAJU faculties based on the specific focus of the student's project.

Duration

A total of 20 mins are allocated to each presenter (15 mins presentation and 5 mins Q&A session in the end).

What Can Be Included

- A demonstrated involvement in or working on a successfully completed real-world industry project.
- Demonstrate a Consultancy service provided to a real-world organization.

Key Tips to Follow During Your Mid-Semester and Final Presentation

- Make eye contact with the examiners and attendees.
- Rehearse your presentation so you don't have to read from the slides.
- Avoid blocking your presentation display.
- Avoid casual or inappropriate dressing. Dress as if you are appearing in a job interview.

Marks Breakdown

Assessment Component	Weightage	Marks Allocation	
		Supervisor	Internal Examiner
Attendance	10%	10%	-
Mid-Semester Capstone Project Report & Presentation	20%	10%	10%
Final Capstone Project Report & Presentation	70%	40%	30%
Total Marks	100%	60%	40%

Attendance Policy

Regular attendance in weekly/fortnightly scheduled meetings is expected from all the students who are enrolled in MS (PM) Capstone. Therefore, a student must notify their supervisor in advance about their non-availability for the meeting. As such, there are 10 marks allocated for student attendance. One week of attendance is worth 1 mark. It is important to have at least 10 meetings throughout the 16-week semester irrespective of the meeting frequency. All students must use Standard Attendance Log Sheet available at the Annexure Section.

Submission Due Dates

Late submissions of the final report beyond the deadline will lead to a penalty of 10% of the Final Report marks per day irrespective of the marks obtained. Extensions will only be granted by the Program Coordinator under exceptional circumstances upon production of the supporting documentary evidence. The Program Coordinator reserves the right to reject the late submissions or accept with a penalty.

Capstone Project Exceeding a Semester

An industry project that is taken as a Capstone Project, its completion must be in sync with the semester where student has registered for a Capstone project. However, in the instances when the chosen industry project gets delayed or the student is unable to complete their Capstone requirement in the current semester, their registration in the Capstone will be deferred and they will be required to complete the capstone in the next semester.

Capstone Code of Conduct

The MS (PM) Capstone students are expected to be aware of and follow MAJU Code of Conduct and Research Ethics Policy (available at MAJU ORIC Website). Academic dishonesty of any kind will lead to a 'fail' grade. The academic dishonesty includes but is not limited to the following.

- Plagiarism
- Use of Generative AI tools / Online Writing tools.
- Fabricating project data and information.
- Submission of fake documents and proofs.
- Using someone else Capstone Project and claiming as your own.

Frequently Asked Questions

1) How is the minimum project duration requirement of 12 Weeks different from 3 Months? Does it not represent the same duration?

This handbook necessitates to choose any project as Capstone Project whose duration must be either 3 months, 12 Weeks or 500 hours as a minimum. Assuming a 30-day month, the duration of a 3-month project would be 90 days. In case of 12 Weeks, the duration of the project would be 84 Days. Any project meeting the above duration in weeks, months or hours is acceptable. However, the duration must be reported in one of the above categories as either weeks, months or hours.

2) What factors govern the choice of completion Pathways for project report as per this handbook?

If your project is of academic or research nature where focus is more on undertaking a Feasibility or Consultancy Project, the Pathway-1 should be opted. However, if your project is to be undertaken in a projectized or a project management organization or necessitates the formal application of project management standards, the Pathway-2 is recommended.

3) The Pathway-2 is applicable to me for my project report. Is it necessary to include all the headings/contents of this pathway?

OR

4) I am a project professional from the software industry where we mostly focus on Agile/scrum methodology for managing projects unlike the water fall methodology as applied by the other industries such as construction, manufacturing etc. Is it necessary to include all the headings/contents of this pathway?

The Pathway 2 of Capstone Project completion has been structured based on the waterfall methodology of project management, keeping in view the standard project phases (process groups) of the PMI. If you are choosing Pathway-2 for your project report, not all headings and contents of this handbook would be necessarily applicable/relevant to your project or the chosen project methodology. Accordingly, you may skip the irrelevant headings or choose to include the correspondingly applicable headings in consultation with your assigned advisor/supervisor.

5) I am a university faculty member and researcher. I have been awarded a project by an industry client. The complex nature of the project requires team members having background &/or expertise in the diverse areas such as software development, automation, machine learning, marketing, finance etc. I want to hire or formally engage students in my project. How can I use this Capstone handbook to meet my project objectives while ensuring student learning?

OR

6) How can different faculties of a university adopt this handbook to initiate their in-house projects and promote cross-faculty student collaborations?

Any faculty/department/school of a university or even an individual researcher/faculty member can hire students from different faculties for their own-initiated project or any third party sponsored project on payment or voluntary basis. The hired students from different faculties should be assigned roles & responsibilities in that project based on their degree major, prior expertise and learning needs. All such students should already be enrolled in the final year project component of their respective degree programs. However, the duration of your project should be in sync with the completion deadline of the semester wherein the relevant project component (e.g. Business Project/Final Year Engineering Project/Industry Project/Practicum/Internship etc) has been assigned to the students based on the nature of their degree program. For example, if your project is going to last for 6 months or less, only the students who are required to complete a 3-credit-hours (1-semester long) project component should be hired. If your project's duration is 1 year, only the students undertaking a 6-credit-hours (2-semester long) project should be hired. While they would be collaborating as cross-faculty team members in your project, they are required to separately submit a formal Project Report to their respective departments as per the structure and requirements of this handbook in order to fulfil the project component requirement of their degree program as applicable to them.

APPENDICES

The Capstone Project forms and Templates included in this appendix can be downloaded as Word Files from the Official MS Teams/Google Classroom. Students are required to complete them electronically and submit a hardcopy to Capstone Coordinator for further processing.

- i. Capstone Project Proposal Form
- ii. Capstone Project Approval Form
- iii. Capstone Project Log Form (only for Capstone Pathway 2 Students)
- iv. Student-Supervisor Meeting Attendance Sheet
- v. Capstone Project Final Completion Checklist

CAPSTONE PROJECT PROPOSAL FORM

Please use this sheet to develop your Capstone Project Proposal. Make sure you address each section carefully. This proposal must be approved and signed by your supervisor at the back.

Student Name: _____

Project Title/Topic: _____

Name of Partner Organization: _____

Address: _____

Contact No: _____ Email: _____ Website: _____

Target Industry: _____ Specific Field/Area: _____

CAPSTONE PROJECT DESCRIPTION

Write a brief description of your Capstone Project. Include an overview of the scope and what would be involved. Discuss the potential challenges or obstacles you may encounter while completing your Capstone Project. You will have to conduct some preliminary research and gather required information from the organization concerned.

Anticipated Deliverables: What project problem or opportunity would be working on as part of this project? How will this project be accomplished and used within the organization? Who are the end users/beneficiaries?

Skills & Experience Required: What skills and expertise and experience (technical and managerial) are required to undertake this project successfully?

Note: This information will be used to compare the knowledge and skills acquired by MS (PM) students with the skills and expertise required to complete a Capstone project.

Compensation: Is this project from your Current Employment? Are you or will you be getting any compensation/stipend as part of working on this project?

Project Budget: What is the anticipated budget of this project in PKR/USD Millions? _____

INDUSTRY MENTOR INFORMATION

Industry Mentor Name: _____ Designation: _____

Contact No: _____ Email: _____

Mentor Signature: _____ Date: _____

Note: Mentor are expected to provide guidance & support and confirm student's association in their project for a minimum of 500 Hours/3 Months/12 Weeks. This should be done on "Capstone Project Log Form" to be provided to them by the student.

CAPSTONE PROJECT APPROVAL FORM

Student Name: _____ Date: _____

Supervisor Name: _____ Designation: _____

Topic _____

After reviewing your Capstone Project Proposal, it has been:

- Approved
 Not Approved due to the following reason(s)

After submitting my Capstone Proposal and receiving its approval, I hereby consent to complete my Capstone Project according to the information submitted in my Capstone proposal. I understand that I will not be allowed to change my topic unless it is approved by the Program Coordinator for MS (PM).

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

CAPSTONE PROJECT LOG FORM

Instructions:

- The form must be used by the students completing their Capstone Projects under Pathway-2.
- Your log should include what you have accomplished and the time you spent completing it.
- Wherever applicable, you should also reflect on what you did and what you learned.
- Use additional copies of this sheet if the project duration is more than 12 weeks/3 months/500 Hours (minimum requirement).

Student Name: _____ Student ID: _____

Project Title (Capstone Topic): _____

Project Duration (Including Start & End Date): _____

Industry Mentor Name & Designation: _____

Name of Organization & Address: _____

Project Week	Start & End Date	No of Hours	Tasks/Activities/Work Performed. Include difficulties faced (if any)	Mentor's Signature
Week 1	To			
Week 2	To			
Week 3	To			
Week 4	To			
Week 5	To			
Week 6	To			
Week 7	To			
Week 8	To			
Week 9	To			
Week 10	To			
Week 11	To			
Week 12	To			

I hereby confirm that the student has worked on the above Project for a total of _____ Hours/Weeks/Months (tick one). The Project meets the minimum duration requirement of 500 Hours/3-Months/12-Weeks as outlined in the Capstone handbook.

Industry Mentor's Signature: _____ Date: _____

STUDENT-SUPERVISOR MEETING ATTENDANCE SHEET

Instructions:

- The sheet must be filled-in by all the Capstone Project students regardless of their completion pathway.
- It is important to carefully complete all the sections of this sheet in order to avoid losing marks.
- One meeting is worth 1 mark.
- Students can set mutually convenient meeting frequency and schedule in consultation with their supervisors.
- While physical meetings are highly recommended, students can however meet online.
- Students must attend at least 10 meetings with their supervisor in order to get maximum marks.

Student Name: _____ Student ID: _____

Project Title (Capstone Topic): _____

Semester: _____

Project Week	Meeting Agenda	Mode	Supervisor's Signature
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Week 16			

I hereby confirm that the student whose name is mentioned above has attended a total of _____ meetings throughout the 16-week semester. I therefore award him/her ____/10 marks.

Supervisor's Name: _____ Date: _____ Signature: _____

CAPSTONE PROJECT FINAL COMPLETION CHECKLIST

Student Name: _____ Date: _____

Supervisor: _____

Student ID: _____ Semester: _____

Project Title (Capstone Topic): _____

Tick	Required Form/Document
	1-Page Capstone Project Proposal
	Capstone Project Approval Form
	Capstone Project Log Form (Capstone Pathway 2 Students only)
	Student-Supervisor Meeting Attendance Sheet
	Capstone Project Final Report on Prescribed Template (Hardbound and Digital Copy)
	Capstone Project Final Presentation (Digital Copy)