This project report contributes 30% towards the total marks of this programme.

NAME : ___________________________________________________________
MATRIC NO : _______________________________________________________
COURSE : __________________________________________________________
DATE START / DATE END : ____________________________________________
NAME OF COMPANY : ________________________________________________
NAME OF PROJECT : _________________________________________________
NAME OF ACADEMIC SUPERVISOR : ____________________________________
NAME OF INDUSTRIAL SUPERVISOR : ________________________________

No.1 Jalan 31/10A, Taman Batu Muda, 68100 Kuala Lumpur
Tel no. : 03-61876900                 Fax no. : 03-61871170
FORMAT FOR PRACTICAL TRAINING REPORT

1. The cover
   1.1 The report should be bound professionally.
   1.2 The title of the assessment must be printed on the top portion of the cover in capital letter

2. Cover page
   2.1 A cover page must be provided. The cover size is 21cm x 30cm (A4 size).
   2.2 The title of the report should be on the top portion about 1cm from the top edge of the box.
   2.3 All the particulars in the box should be written in a full phase.
       Example: Diploma in Information Technology

3. Typing of report
   3.1 The report must be typed using either an electric type-writer or computer print (use Times New Roman with 12pt.) with near-letter quality printing style.
   3.2 The title and main headings should be in capital letters. If possible, bold scripts may be used with capitals.
   3.3 The paragraph must be in double spacing.
   3.4 Each page must have a page number at the bottom-middle part of the page.

4. Paragraphing
   4.1 Each main paragraph or heading is numbered with whole number.
   4.2 Sub-heading is given in decimals of the whole number of the main heading.
   4.3 Subsidiary paragraphs to the sub-heads are to be in decimal points of the sub-heads.
   4.4 Each paragraph deals with only one issue, while subsidiary issues are discussed in relevant sub-paragraphs or subsidiary paragraphs, as the case may be.

5. Footnotes
   5.1 Footnotes are numbered in sequence.
   5.2 Reference to footnotes must be provided at the bottom portion of the respective page.

6. Report format (follow this documentation guideline)
   6.1 Report format is to be divided into:
       • A page of acknowledgement.
       • A page for table of content.
       A. Introduction
          1. Introduction to practical training with a background of the company
          2. Executive Summary
B. The Project / System (Project / System Definition / Name of the project)
   1. Objective(s)
   2. Project Scope
   3. Network Diagram / Network System Interface

C. Literature Review of:
   1. Analysis of similar network project
   2. Analysis of technology used (h/ware or s/ware)

D. Methodology used to
   1. Planning:
      * Practicability analysis
      * Requirement gathering
   2. Data Analysis:
      * User-requirement analysis
   3. Design:
      * Simulation
   4. Implementation:
      * Test Plan
      * Documentation
      * Error Test

E. Conclusion
   1. Problems and Issues in current situations / system
   2. Suggestions and recommendations for new system

F. Attachments / Project Documentation

G. References and Appendices