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CIN: U62099UP2025PTC217716

GSTIN:09AALCG8170B1ZI

Six-Week Final Project Submission Document Checklist

S.No	Document Name	Description	Format
1	Project Proposal / Synopsis	Initial proposal detailing objective, scope, methodology, tools, and timeline.	PDF / DOCX
2	Weekly Progress Reports (6)	Individual reports for each week documenting goals, tasks completed, challenges, and learnings.	PDF / DOCX
3	Final Project Report	Complete documentation of the project including intro, methodology, results, tech stack, testing, and conclusion.	PDF (Company Format)
4	Client Requirement Specification (CRS)	Document capturing client needs, functional and non-functional requirements.	DOCX / PDF
5	Software Requirement Specification (SRS)	Detailed technical specification with data flow diagrams, use cases, system architecture, etc.	PDF
6	System Design Documents	UML diagrams, ER diagrams, data models, and system architecture explanations.	PDF / Draw.io Export

S.No	Document Name	Description	Format
7	Test Cases & Results	Unit, Integration, and System test cases with results and bug fixing logs.	XLS / PDF
8	Source Code	Complete source code of the application/project (organized repo with README).	GitHub Link / ZIP
9	Deployment Guide	Step-by-step instructions to deploy the solution on a server or cloud.	DOCX / PDF
10	User Manual / Training Document	Instructions for end-users/clients to use the system or software.	PDF
11	Technical Presentation (PPT)	Final project presentation to be shown to mentors, clients, or evaluation committee.	PPTX / PDF
12	Internship Certificate Request Form	A filled form or request letter for company-issued internship certificate.	DOCX
13	Declaration & Acknowledgement	Declaration of original work, acknowledgement of mentors, etc.	DOCX
14	Project Feedback Form (if any)	Feedback provided by client/mentor post review of project.	PDF / Online Form
15	Self Evaluation Report	Reflective report on individual contribution, challenges faced, learning outcomes.	DOCX
16	Team Contribution Report (if group project)	Roles and responsibilities of each team member.	DOCX

1. Optional Documents:

S.No	Document Name	Use
A	NDA or MoU Signed	If working on confidential client data or internal IP
B	Screenshots / Demo Walkthrough	Visual representation of system pages and functionalities
C	Video Demo	Screencast of working software with narration

S.No	Document Name	Use
D	Research / Reference Papers Used	Cited literature or frameworks referenced
E	Time Tracker Log	Timesheet or log of daily activities (for internal records)

2. Final Packaging:

- All documents should be **neatly named**, e.g., Week1_Report_YourName.pdf, Final_ProjectReport_ToolName.pdf
- Use a **cover page** and **table of contents** in larger reports
- Submit via:
 - Google Drive Folder (with view/edit permissions)
 - GitHub Repo (for code and markdown docs)
 - ZIP file (for offline submission)

✓ In Detailed Format

1. Project Proposal / Synopsis

Purpose: Defines the project idea, scope, objectives, and planning.

Format:

- Cover Page (Project Title, Name, Roll No, Org/Institute)
- Abstract (100–150 words)
- Introduction
- Objectives
- Problem Statement
- Scope of Work
- Tools and Technologies Used
- Methodology (brief)
- Timeline (Gantt chart or 6-week schedule)
- Expected Outcome
- Team Details (if any)
- References (if any)

2. Weekly Progress Reports (Week 1 to Week 6)

Purpose: To track weekly milestones and learning outcomes.

Format (for each week):

- Week Number and Dates
- Weekly Objective
- Tasks Planned
- Tasks Completed
- Issues Faced
- Solutions/Workarounds
- Screenshots (optional)
- Tools Used
- Hours Invested
- Learning & Outcome

3. Final Project Report

Purpose: Comprehensive documentation of the entire project.

Format:

1. Cover Page
2. Certificate by Company/College
3. Acknowledgment
4. Declaration
5. Abstract
6. Table of Contents
7. Introduction
8. Problem Statement
9. Objective of the Project
10. Literature Review / Background Study
11. System Architecture (with diagram)
12. Tools and Technologies Used
13. Modules/Features Description
14. Database Design (ERD, Schema)
15. Frontend & Backend Overview
16. Implementation
17. Test Cases & Results
18. Deployment Process
19. Limitations
20. Future Enhancements
21. Conclusion
22. References
23. Appendices (Code Snapshots, Screenshots)

4. Client Requirement Specification (CRS)

Purpose: Captures client/business user needs

Format:

- Client Overview
- Problem Domain
- Functional Requirements
- Non-Functional Requirements
- Business Rules
- Use Case Descriptions
- Stakeholder List

5. Software Requirement Specification (SRS)

Purpose: Defines system behavior, structure, and interactions

Format (IEEE Standard):

- Introduction
 - Purpose
 - Scope
 - Definitions
- Overall Description
 - Product Perspective
 - Product Functions
 - User Characteristics
 - Constraints
- Specific Requirements
 - Functional Requirements (FR)
 - Non-functional Requirements (NFR)
 - External Interfaces (UI, API, DB)
 - Use Cases
 - Sequence Diagrams
- Appendices

6. System Design Documents

Purpose: Technical architecture & modeling

Includes:

- UML Diagrams (Use Case, Class, Sequence, Activity)
- Data Flow Diagram (DFD)
- ER Diagram / Schema Diagram
- System Block Diagram
- Component Interaction

7. Testing Report

Purpose: To validate system correctness

Format:

- Test Plan Overview
 - Test Environment Setup
 - Unit Tests
 - Integration Tests
 - System Tests
 - Test Cases Table:
| Test Case ID | Description | Input | Expected Output | Actual Output | Status (Pass/Fail) |
 - Bug List (if any)
 - Screenshot of Tests Passed
-

8. Source Code with README

Purpose: To share the project for maintenance or evaluation

Checklist:

- Organized folders (/src, /public, /routes, /controllers, etc.)
 - README with:
 - Project Description
 - Installation Instructions
 - Tech Stack
 - Run Commands
 - Screenshots
 - Hosted GitHub/Bitbucket link
 - ZIP backup (if required)
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9. Deployment Guide

Purpose: Enables end-user or company to deploy solution

Format:

- System Requirements
 - Pre-requisites (Node, Python, MongoDB, etc.)
 - Step-by-Step Installation
 - Running Locally
 - Deployment to Server (Heroku, Vercel, AWS, etc.)
 - Troubleshooting
-

10. User Manual / Training Document

Purpose: For end-user to understand usage

Format:

- Overview of the Application
 - Login/Signup
 - Dashboard Navigation
 - Feature Walkthrough (with screenshots)
 - How to use filters/forms/search
 - Generating Reports (if any)
 - Logout/Reset process
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11. Technical Presentation (PPT)

Purpose: Present project to client or evaluators

Slides:

1. Title Slide
 2. Agenda
 3. Problem Statement
 4. Objectives
 5. Tools & Tech Stack
 6. Architecture Diagram
 7. Features Overview
 8. Screenshots/Demo
 9. Results
 10. Future Scope
 11. Q&A Slide
 12. Thank You
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12. Internship Certificate Request Letter

Purpose: Requesting internship completion certificate

Format:

- Date
 - Your Details (Name, ID, Contact)
 - Internship Title & Dates
 - Request to issue Certificate
 - Signature
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13. Declaration & Acknowledgement

Declaration Sample:

"I hereby declare that this project titled [Project Title] is an original work carried out by me under the guidance of [Mentor Name], and has not been submitted elsewhere."

Acknowledgment Sample:

"I sincerely thank [Organization Name], my mentor [Name], and all who supported me throughout this internship."

14. Feedback Form (Client / Mentor)

Contents:

- Evaluation Criteria (Design, Coding, Timeliness, Documentation, Presentation)
- Remarks Section
- Ratings (1–5)
- Signature

15. Self-Evaluation Report

Purpose: Reflective learning report

Format:

- Goals vs. Outcomes
- What I Learned
- Challenges and How I Overcame
- Tools I Mastered
- Soft Skills Improved
- Areas for Further Learning

16. Team Contribution Report (Group Project)

Purpose: Transparent role distribution

Format:

Name	Role	Responsibilities	Contribution %	Tools Used

✓ Optional Additions

Type	Description
Screenshots Document	All interface views and module features
Video Walkthrough	3–5 min screencast explaining how your app works
Time Log Sheet	Daily working hours tracked
Performance Review	If company provided internal review

