



**Internship Report on
Project Management Process of Daffodil International Professional
Training Institute (DIPTI):
A Case Study of AWS**

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Date of Submission: 18th Dec 2023

Letter of Transmittal

Date: 18-12-2023

To
Mr. Siddiqur Rahman
Assistant professor
Department of Business Administration
Daffodil International University

Subject: Submission of Internship Report

Dear Sir,

It is my great pleasure to submit the internship report titled **“Project Management Process of Daffodil International Professional Training Institute (DIPTI): A Case Study of AWS”** which has been prepared as a part of the course requirement of my MBA program. My internship was held at **Daffodil International Professional Training Institute (DIPTI), 4/2, Daffodil Plaza, Sobhanbagh Mirpur Rd, Dhaka 1207.**

Your acceptance of this report holds significant importance for the advancement of my academic career. I would like to extend my heartfelt appreciation for your invaluable guidance and cooperation throughout this journey. Without your support, the successful completion of this report would have been a much more challenging task. If you need any further clarification or additional information to better understand this report, please do not hesitate to reach me with your queries. Your response is highly valued.

Sincerely yours



Rathindra Nath Das
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Program: Master of Business Administration
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Declaration

I hereby declare that the internship report entitled “**Project Management Process of Daffodil International Professional Training Institute (DIPTI): A Case Study of AWS**” is submitted to the Department of Business Administration at Daffodil International University as a record of my original work which is completed by myself under the supervision of **Mr. Siddiqur Rahman, Assistant professor & Associate Head, Department of Business Administration, Daffodil International University**. I also state that this report was submitted as an integrated part of the course requirement of my MBA program.



Rathindra Nath Das

ID: 0242220004083069

Masters of Business Administration

Department of Business Administration

Daffodil International University

Letter of Authorization

This is to certify that the internship report titled “**Project Management Process of Daffodil International Professional Training Institute (DIPTI): A Case Study of AWS**” has been duly submitted for the purpose of obtaining a **Master of Business Administration (MBA)** degree from **Daffodil International University**. The report was prepared by Rathindra Nath Das, Student ID- 0242220004083069, under my supervision. I am pleased to state that Rathindra Nath Das worked very hard in preparing this report and he has been able to present a good picture of the concerned organization. The data and findings presented in the report seem to be authentic.

I hereby grant permission to Rathindra Nath Das to submit this internship report.



Mr. Siddiquir Rahman
Assistant professor & Associate Head
Department of Business Administration
Daffodil International University

Acknowledgment

At the beginning, I want to express my gratitude to almighty God for giving me the strength and opportunity along with a sound mind to complete the internship report. I want to bid my heartiest thanks to my supervisor, **Mr. Siddiquir Rahman, Assistant professor Department of Business & Administration, Daffodil International University** for providing guidelines and giving me the opportunity to initiate this report. My internship opportunity with **Daffodil International Professional Training Institute (DIPTI)** has been a great learning curve, giving me a hands-on experience that has helped me become more grounded and more mature as an individual, allowing me to observe and acquire new trades and industry experience. My sincere gratitude to **Md. Moazzem Hossain Rubel, Deputy Director, DIPTI** for giving me this opportunity and guiding me as far as possible.

I would also like to thank cordially all the team members of **Daffodil International Professional Training Institute** who helped me in every step and also for their affable support without which the project would have been difficult for me to complete.

I would also like to thank the authority of **Daffodil International University**, for allowing me to access their library and internet facilities from where I got enormous information.

Executive Summary

This report provides a comprehensive analysis of the Project Management Process employed at **Daffodil International Professional Training Institute (DIPTI)**. The study aimed to evaluate the effectiveness, challenges, and opportunities within DIPTI's project management framework. As an intern serving as a Project Management Officer at DIPTI, my involvement in the **AWS Cloud Day Bangladesh 2023** project provided invaluable experience for an in-depth exploration of DIPTI's project management approach.

Key findings highlight DIPTI's commitment to structured project management methodologies, specifically emphasizing the utilization of waterfall principles to adapt and respond to evolving educational needs. The institute's project lifecycle demonstrates a systematic flow from initiation to closure, incorporating meticulous planning, execution, monitoring, and control mechanisms.

Challenges identified include resource allocation and alignment of project goals with broader institutional objectives. The major challenge of my internship report was due to confidentiality I didn't get access to previous project documents Otherwise, everything was smooth and on track.

Despite challenges, opportunities abound. DIPTI can leverage its robust foundation to further refine project management strategies by integrating innovative tools, fostering a culture of continuous improvement, and investing in training to enhance staff capabilities. Strengthening stakeholder communication channels and aligning project outcomes with overarching strategic visions are also recommended areas for advancement.

In conclusion, this report presents a comprehensive overview of DIPTI's Project Management Process, acknowledging its strengths, pinpointing challenges, and offering strategic recommendations for enhancing project efficiency and efficacy. Embracing these suggestions can position DIPTI at the forefront of innovative project management practices in the realm of professional training and education.

List of Acronyms

Acronym	Elaboration
DIPTI	Daffodil International Professional Training Institute
PM	Project Management
PMO	Project Management Officer
IT	Information Technology
AWS	Amazon Web Services
ISTQB	International Software Testing Qualifications Board
DEN	Daffodil Education Network
IoT	Internet of Thing
FMCG	Fast-Moving Consumer Goods
MBA	Master of Business Administration
HRDI	Human Resource Development Institute
MERN	MongoDB, Express, React, Node
ERP	Enterprise Resource Planning
AR	Augmented reality
DIU	Daffodil International University
VR	Virtual Reality

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Chapter 1

Introduction Part

1.1 Introduction

In today's dynamic business landscape, the significance of effective project management cannot be overstated, particularly in educational institutions like the Professional Training Institute. Project management serves as the backbone for successful execution, ensuring that objectives are met efficiently and within the specified timeframe. It is within this context that my journey as an **Intern (Project Management Officer)** at **Daffodil International Professional Training Institute (DIPTI)** unfolds, offering a unique opportunity to integrate theoretical knowledge acquired during my MBA program into the practical realm of professional training.

As an integral component of my MBA degree requirements, the internship at DIPTI has provided a hands-on platform to apply classroom learning in a real-world setting. The role of a Project Management Officer at DIPTI has not only allowed me to contribute actively to ongoing projects but has also facilitated the acquisition of industry-specific skills essential for a well-rounded professional. This report encapsulates the transformative experience of navigating the intersection between academic theory and practical application in the realm of project management.

The core objective of this internship report is to evaluate and analyze the project management process employed at DIPTI. By drawing on both experiential insights gained during the internship period and the theoretical foundations laid in the MBA program, this report aims to provide a comprehensive understanding of how project management principles manifest in a professional training context. Through critical evaluation and reflection, I seek to shed light on the effectiveness of existing project management practices at DIPTI, identifying areas of success and potential avenues for improvement.

This report unfolds as a narrative of the symbiotic relationship between academic knowledge and real-world application, underscoring the importance of project management in the context of professional training institutions. The subsequent chapters delve into specific aspects of DIPTI's project management, offering insights, analyses, and recommendations that derive from both hands-on experience and theoretical understanding. As the pages unfold, it is my endeavor to contribute not only to the academic discourse on project management but also to provide practical insights that may be instrumental in enhancing the efficacy of project execution within the realm of professional training.

1.2 Origin of the Study

The origin of the study section of this internship report can be traced back to the academic requirements of the **Masters of Business Administration (MBA)** program at **Daffodil International University (DIU)**. As an integral part of the curriculum, students are mandated to engage in an internship at a reputable company or organization and subsequently present a comprehensive report based on their experiences.

In alignment with this academic prerequisite, I embarked on my internship journey at the **Daffodil International Professional Training Institute (DIPTI)**. Serving as a Project Management Officer, I commenced my internship on August 1, 2023, and continue to be actively involved in this role. This professional endeavor provided me with an invaluable opportunity to integrate theoretical knowledge with practical applications within the dynamic realm of project management.

Under the adept guidance of **Mr. Siddiqur Rahman Sir, an esteemed Assistant professor at Daffodil International University**, my internship experience took shape. Mr. Siddiqur Rahman sir, serving as my supervisor, played a pivotal role in steering and refining my understanding of project management methodologies. It was under her expert mentorship that the focus of my internship report materialized. The astute suggestion from Mr. Siddiqur Rahman sir led to the crystallization of the report's theme: "**Internship Report on Project Management Process of Daffodil International Professional Training Institute (DIPTI): A Case Study of AWS.**" This chosen topic seamlessly dovetails with my practical engagement as a Project Management Officer at DIPTI, ensuring a harmonious blend of academic rigor and real-world application.

Thus, the origin of the study section stems from the academic requisites of the MBA program, converging with the experiential learning acquired during my internship at **Daffodil International Professional Training Institute (DIPTI)**. The chosen topic for the report reflects a purposeful alignment with my internship role, creating a symbiotic relationship between academic exploration and practical application in the field of project management.

1.3 Objective of the Study

The primary objective of this internship report is to conduct an in-depth analysis of the project management processes implemented at Daffodil International Professional Training Institute (DIPTI), focusing specifically on the case study of Amazon Web Services (AWS). The study aims to achieve the following:

- **To Analysis the Project Management Process of DIPTI**
- **To identify the problems related to the project management process of DIPTI**
- **To provide set of recommendations based on problems**
- **To Assess Effectiveness and Efficiency**

1.4 Scope of the Study

This internship report provides a comprehensive exploration of the various facets of my internship experience at Daffodil International Professional Training Institute (DIPTI). The report encompasses an in-depth overview of the organization, highlighting its structure, mission, and core activities. Furthermore, it delves into the role of DIPTI in professional training and education.

The primary focus of this report is to shed light on my responsibilities as a Project Management Officer Intern at DIPTI. It outlines the key duties and tasks assigned during the internship, providing a detailed account of the practical aspects of project management within the organizational context.

In addition to the practical exposure, the report delves into the theoretical aspects of project management. It explores relevant concepts, methodologies, and frameworks, offering a theoretical foundation that complements the hands-on experience gained during the internship.

A significant portion of the report is dedicated to a specific project at DIPTI, in which I actively participated as a Project Management Officer. The project is scrutinized, examining its objectives, scope, and impact on the organization. This section includes a detailed analysis of the

project methodology employed, providing insights into the strategic and operational aspects of project execution.

The study aims to bridge the gap between theoretical knowledge and practical application by showcasing the alignment of project management principles with real-world scenarios. Through the examination of a specific project, readers will gain valuable insights into the challenges faced and lessons learned during the implementation of project management methodologies at DIPTI.

By providing a holistic view of the organization, detailing the responsibilities of a Project Management Officer Intern, elucidating theoretical project management concepts, and dissecting a specific project, this report contributes to a comprehensive understanding of the internship experience at Daffodil International Professional Training Institute. The findings and observations presented herein aim to serve as a resource for future interns, professionals, and academics interested in the dynamic field of project management within the context of a professional training institute.

1.5 Significance of the Study

This report, titled **"Internship Report on Project Management Process of Daffodil International Professional Training Institute (DIPTI): A Case Study of AWS "** stands out in its exclusive concentration on DIPTI's project management department. Drawing directly from

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my experiences as a Project Management Officer intern at DIPTI, this study holds substantial significance for various reasons.

This report is not just an exploration; it is a firsthand account of how DIPTI approaches and manages projects. By deliberately excluding other organizational departments, the study narrows its focus, offering an in-depth and specialized understanding of DIPTI's strategies, challenges, and successes in project management.

A central theme in the report is the role of projects in revenue generation and efficiency enhancement. It delves into the notion that projects are not merely initiatives but powerful contributors to an organization's financial health. Through practical examples from DIPTI, the

study showcases how projects can create new revenue streams and refine existing work processes, thereby bolstering the institute's overall efficiency.

In the context of Bangladesh, where the practice of project management is still emerging, this study becomes a pertinent resource. Focusing on a prominent professional training institute, the report provides insights into the application of project management principles in a developing country. It serves as a testament to how DIPTI navigates the complexities of project management, potentially influencing the broader adoption of such practices across various sectors in the country.

Beyond the practical aspects, the report underscores the broader importance of project management within organizations. It positions project management not merely as a departmental function but as a strategic driver for organizational success. Through the lens of DIPTI, the study illustrates how effective project management is pivotal for creating sustainable revenue sources and achieving overarching organizational goals.

In essence, this study is not just a documentation of processes; it's a narrative of experiences and lessons learned. It brings to the forefront the importance of project management, not only within DIPTI but as a crucial discipline in the evolving landscape of professional training institutes in Bangladesh.

1.6 Methodology of Research Type

To conduct a comprehensive study on the project management process of Daffodil International Professional Training Institute (DIPTI), a systematic and empirical approach was adopted. This study is qualitative research and exploratory in nature.

Source of Data:

1.6.1 Secondary Sources of Data:

Internal Project Management Guidelines:

Internal project management guidelines within DIPTI served as a key secondary source. These guidelines provided a structured framework for understanding the institute's approach to project management, including methodologies, best practices, and procedural details.

Website of DIPTI:

The official website of DIPTI was consulted to gather additional information regarding the institute's mission, vision, ongoing projects, and any publicly available project management resources. This digital source enriched the study with official and up-to-date content.

External References:

Secondary data was also collected from external references, including scholarly articles, Wikipedia, Google Scholar, and relevant books. These sources contributed to the theoretical foundation of the report, providing a broader context for understanding project management principles.

In conclusion, the methodology employed in this study integrates firsthand practical experience with insights gained through discussions, observations, and secondary data sources. By combining these approaches, the report endeavors to present a holistic and well-rounded exploration of DIPTI's project management methodology.

1.7 Limitations of the Study

Despite the whole-hearted cooperation received from the employees of Daffodil International Professional Training Institute (DIPTI), certain limitations were encountered while preparing the internship report. These limitations are acknowledged to provide a transparent understanding of the scope and constraints of the report.

Reliance on Secondary Sources:

A primary limitation of this study is the predominant reliance on secondary sources for information and data. While efforts were made to extract valuable insights from internal guidelines, the website of DIPTI, and external references, the absence of extensive primary data may impact the depth of analysis.

Lack of Specific Project Management Strategies:

The report acknowledges the absence of a detailed examination of specific project management strategies employed by DIPTI for different situations. Due to the nature of the study, the focus remains on overarching methodologies rather than delving into specific strategies tailored to unique project scenarios.

Insufficient Information on Previous Projects:

The study lacks information on previous projects undertaken by DIPTI, which could have provided valuable historical context and insights into the evolution of the institute's project management practices. The absence of this data limits the comprehensive understanding of the organization's project management journey.

Corporate Security and Information Constraints:

A significant challenge faced during the study was the limitations imposed by corporate security rules and obligations. Certain information crucial for the study could not be obtained due to confidentiality concerns. This constraint restricted access to specific details and insights that could have enriched the report.

Despite these limitations, the report has been crafted with relentless effort to minimize their negative impact. The cooperation of DIPTI's employees has been integral in mitigating these constraints to the best possible extent. The study's findings and insights are presented with the awareness of these limitations, emphasizing the need for future research and exploration to address the gaps identified during the course of this study.

Chapter 2

Organization at a Glance

2.1 Overview of Daffodil International Professional Training Institute (DIPTI)

Daffodil International Professional Training Institute (DIPTI), a subsidiary concern of Daffodil Computers Limited (DCL) at **Daffodil Family**, established in 2004 with a clear mission to empower individuals with essential skills, has become a noteworthy institution in the realm of professional training.

At the heart of DIPTI's offerings are a diverse range of courses, meticulously designed to meet the dynamic demands of various industries. The institute's faculty comprises experienced professionals, ensuring that students benefit not only from theoretical knowledge but also from practical insights drawn from real-world expertise.

DIPTI takes pride in student's job placement, including well-equipped classrooms and cutting-edge computer labs, creating an optimal environment for learning and innovation. The institute actively collaborates with leading organizations and professional bodies to bridge the gap between academic knowledge and practical application. This is facilitated through initiatives such as guest lectures, industry visits, internships, and vendor examinations.

Recognizing the global nature of today's professional landscape, DIPTI incorporates an international perspective into its programs. Collaborations with international institutions like **Amazon Web Service (AWS)**, **International Software Testing Qualifications Board (ISTQB)**, and many more, and content reflecting global best practices contribute to fostering a global mindset among students. DIPTI ensures that its curriculum is enriched with global best practices. These collaborations not only elevate the quality of education but also play a pivotal role in cultivating a global mindset among the students. In addition to its international affiliations, DIPTI maintains strong local ties and is proudly affiliated with the **Bangladesh Technical Education Board (BTEB)**. The institution is actively engaged in fostering collaboration through its **University and Industry Alliance**, partnering with esteemed local entities such as the **University of Dhaka**, the **Daffodil Foundation**, the **Daffodil Education Network (DEN)**, the **National Skills Development Authority (NSDA)**, **Daffodil International University (DIU)**, **Human Resource Development Institute (HRDI)**, **Skill Jobs** and etc.

Beyond education, DIPTI is committed to supporting students in their career development. Services such as career counseling, resume building, interview preparation, and networking opportunities are integral components of the institute's approach. DIPTI has a dedicated placement cell to ensure career counseling job placement for the students.

DIPTI goes beyond traditional boundaries by running various government and internationally funded training programs, offering students diverse opportunities for skill development and career advancement. As part of its commitment to providing a well-rounded educational experience, the institute organizes workshops and seminars featuring both local and international speakers. These events serve as platforms for students to gain insights from industry experts, exchange ideas, and stay updated on the latest trends and innovations in their respective fields. DIPTI's dedication to both international excellence and local relevance ensures that its students are well-prepared for success in the dynamic and interconnected global professional landscape.

DIPTI places a strong emphasis on research and innovation, actively contributing to the advancement of knowledge in various fields. This commitment ensures that the institute's curriculum remains dynamic, incorporating the latest industry developments.

In summary, Daffodil International Professional Training Institute (DIPTI) stands as a beacon of excellence in professional training, providing a holistic learning experience, a global perspective, and a focus on research to shape future professionals across diverse industries.

2.2 Vision of DIPTI

The vision of DIPTI is to stand as the unequivocal top choice for job-oriented training, catering to the vast pool of manpower in accordance with market demand. They aspire to be the premier institution that not only meets but exceeds the expectations of individuals seeking practical, industry-relevant skills.

At DIPTI, their focus is on aligning their training programs with the ever-evolving needs of the job market. They aim to be a beacon for individuals seeking not just education, but a pathway to meaningful and rewarding employment. Through a commitment to staying abreast of industry trends and collaborating closely with key stakeholders, DIPTI aims to ensure their training modules are current, effective, and directly applicable to the demands of various professions.

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DIPTI's vision extends beyond providing theoretical knowledge – they aim to equip their students with the hands-on skills and practical insights required to excel in their chosen fields. By fostering strong connections with industry leaders, employers, and experts, DIPTI envisions itself as the leading force in producing job-ready professionals who seamlessly integrate into the workforce.

In summary, the vision of DIPTI is to be the unequivocal number one choice for job-oriented training, ensuring that our students are not only well-prepared for the job market but also positioned as the preferred candidates in their respective fields.

2.3 Mission of DIPTI

Daffodil International Professional Training Institute (DIPTI) stands as a beacon of educational excellence, committed to shaping the future of individuals through comprehensive and industry-focused professional training. Established on the principles of innovation, integrity, and global relevance, DIPTI strives to bridge the gap between education and the evolving demands of the professional world.

Key Features:

Academic Excellence: DIPTI is dedicated to maintaining a high standard of academic rigor. The programs are designed to provide participants with a robust foundation of knowledge and skills that are not only relevant but also in sync with the dynamic requirements of various industries.

Industry Integration: Recognizing the importance of real-world applicability, DIPTI collaborates closely with industries to develop programs that meet the current needs of the professional landscape. This ensures that our participants are equipped with practical skills that make them valuable contributors from day one.

Holistic Development: Beyond technical proficiency, DIPTI places emphasis on the holistic development of individuals. The training of DIPTI goes beyond the confines of textbooks, nurturing ethical values, leadership qualities, and a sense of social responsibility.

Innovation and Adaptability: At DIPTI, they embrace innovation as a driving force. They continually update our curriculum, teaching methodologies, and technology infrastructure to stay at the forefront of educational practices, preparing our participants for the challenges of an ever-evolving world.

Global Perspective: With an understanding of the interconnectedness of today's globalized world, DIPTI instills a global perspective in its training programs. They aim to produce professionals who are not only proficient in their fields but are also culturally intelligent and adaptable to diverse environments.

Community Engagement: DIPTI actively engages with the community, contributing to societal development through outreach programs and initiatives. By fostering a sense of community responsibility, they aim to create positive change and opportunities for individuals from all walks of life.

Lifelong Learning Culture: DIPTI promotes a culture of lifelong learning. Their commitment extends beyond the duration of a program, providing continuous opportunities for skill development and professional growth throughout an individual's career journey.

In essence, DIPTI is more than an educational institution; it is a dynamic hub where education meets the needs of the professional world. Through a blend of academic excellence, industry collaboration, and a commitment to holistic development, DIPTI prepares individuals to thrive in the complex and competitive landscape of today's professional arena.

2.4 Services Offered by DIPTI

Daffodil International Professional Training Institute (DIPTI) offers a diverse range of courses designed to meet the evolving needs of various industries. Their courses are developed in collaboration with industry experts and are geared towards providing practical skills and knowledge. Here are some of the key course offerings at DIPTI:

Post-Graduate Diploma Courses (06 Months to 01 Year):

PGD in Human Resource Management

Diploma Courses (1 Year):

- Diploma in Interior Design
- Diploma in 3D Animation and Visual F/X
- Diploma in Architectural Visualization
- Diploma in Graphics Design
- Diploma in Mobile App Development using Flutter
- Diploma in Hardware & Network Engineering
- Diploma in Software Engineering
- Diploma in Web & E-Commerce
- Diploma in Full Stack Digital Marketing
- Diploma in Android App Development using Kotlin
- Diploma in Full Stack Web Development using MERN Stack

Certificate Courses (03 Months to 06 Months):

- Advance Certificate in Hardware & Networking
- Android Apps Development using JAVA
- Certified Professional Outsourcing
- CISCO - CCNA (200-120)
- CompTIA Network+
- Enterprise Software Development using JAVA (Spring Framework)
- Network + Certification
- Responsive Web Design
- ASP.net (with C#)
- Certificate in Web & e-Commerce
- Creative Graphic Design

- Autodesk AutoCAD
- Autodesk MAYA (Animation)
- Interior Design
- Professional Web Development
- Tourism and Hospitality Management
- Software Development using Python (Django Framework)
- Digital Marketing with Freelancing
- SAP (FICO Module)
- Tally Prime ERP
- QuickBooks & Xero for Freelancing
- Practical Accounts & Finance
- Individual & Corporate Tax Management
- Professional Course on Advance Excel & Data Visualization Using MS. Power BI

BTED Trade Course (03 Months to 06 Months):

- AutoCAD 2D, 3D
- Basic Computer Office Application
- Creative Graphic Design
- Hardware and Networking
- Interior Design
- Web Design & Development
- IT Support Technician
- Video Editing & Sound Recording
- Graphics Animation

Project Under NSDA & NHRDF

- Web Application Development with Python
- Graphics Design for Freelancing
- Android Mobile Application Development

Special Course for Foreign Students

- Motion Graphics with Video Editing
- Basic Computer Office Application
- Creative Graphic Design
- Network Certification
- Responsive Web Development

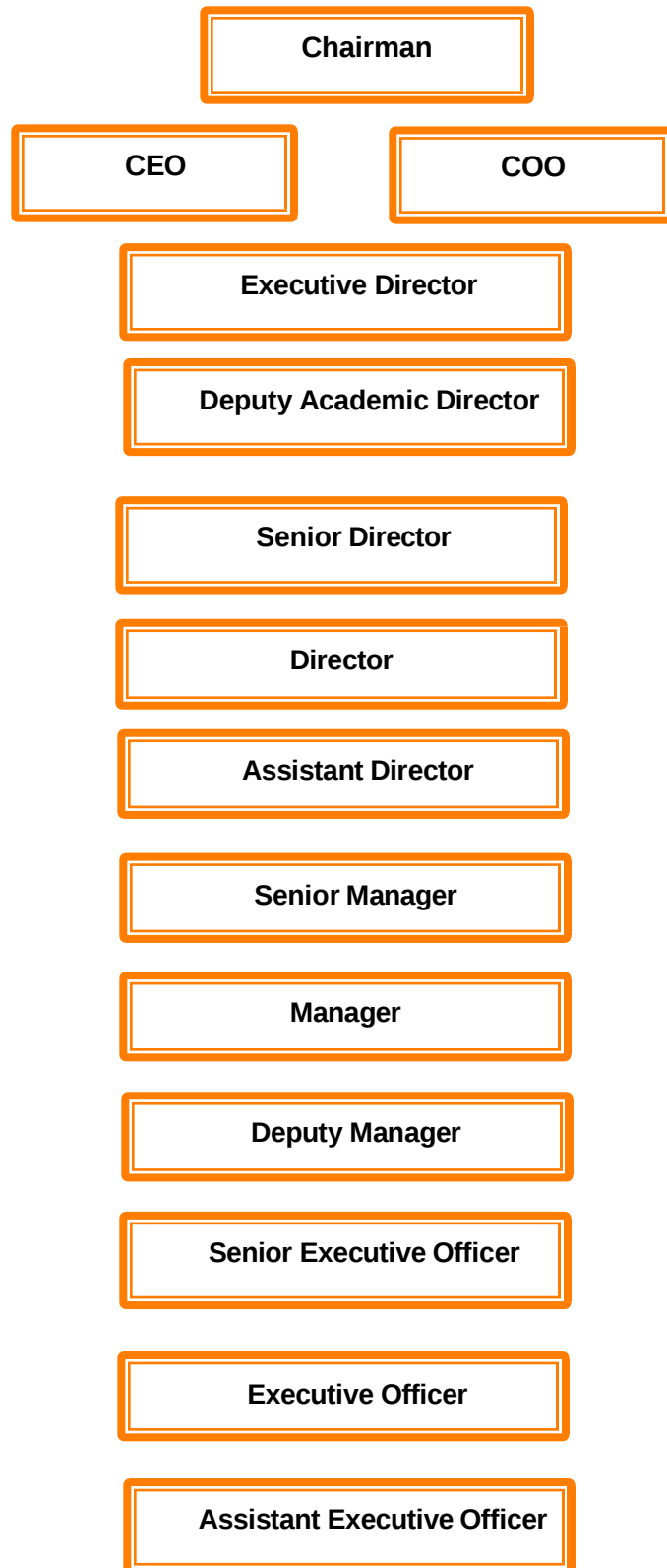
- Interior Designing and Decoration
- Auto CAD 2D, 3D
- 3D Animation
- Certified Professional Outsourcing
- Digital Marketing
- Responsive Web Design
- SEO & Amazon Affiliate Marketing
- CISCO - CCNA (Routing and Switching)

Photo: Diploma Courses Flyer of DIPTI

 DIPTI Daffodil International Professional Training Institute	 Fully international standard lab  Learning by state-of-the-art methodology  Highly qualified and vendor certified trainer  Merit/poor scholarship facility  Internship/placement facility  Customize/group training facility	
	Diploma in WORDPRESS THEME DEVELOPMENT (1 Year - 550 hrs) 1st Semester : MS Office for Professional Uses, Responsive Web Design (HTML 5, CSS3, JavaScript & JQuery) Creative Graphic Design (Photoshop, Illustrator) & Real Life Project 2nd Semester : Professional Web Development (PHP & MySQL), Wordpress Theme Customization, Wordpress Theme Development, Freelancing & Real Life Project Job Field : Any Local & International Company, Software/IT Firm & Freelancing	Admission Fee : 12,800 1st Installment : 12,000 2nd Installment : 12,000 3rd Installment : 12,000 4th Installment : 12,000 Total Tk. : 60,800
	Diploma in DIGITAL MARKETING (1 Year - 550 hrs) 1st Semester : MS Office for Professional Uses, Graphics Design (Photoshop, Illustrator), Social Media Marketing and Content Marketing & Real Life Project 2nd Semester : Search Engine Optimization (SEO), Search Engine Marketing (SEM), Amazon Affiliate Marketing Business English for Professional Uses, Freelancing & Real Life Project Job Field : Any Local & International Company, Software/IT Firm & Freelancing	Admission Fee : 12,800 1st Installment : 12,000 2nd Installment : 12,000 3rd Installment : 12,000 4th Installment : 12,000 Total Tk. : 60,800
	DIPLOMA IN GRAPHICS DESIGN (1 Year - 550 hrs) 1st Semester : MS Office for Professional Uses, Sketching (Drawing), Graphic Design (Photoshop, Illustrator) 2nd Semester : Advance Graphic Design (UI/UX), Motion Graphics with Video Editing, Freelancing & Real Life Project Job Field : Any Local & International Company, Software/IT/Advertising Firm & Freelancing	Admission Fee : 12,800 1st Installment : 12,000 2nd Installment : 12,000 3rd Installment : 12,000 4th Installment : 12,000 Total Tk. : 60,800
	DIPLOMA IN ARCHITECTURAL VISUALIZATION (1 Year - 650 hrs) 1st Semester : Sketching (Drawing), Graphics Design, Interior Design, 3D's Max (Modeling & Architectural Design) 2nd Semester : Autodesk Maya (Character Animation) & V-Ray, Cinema 4D, AutoCAD, Video Editing & Real Life Project Job Field : Architectural Firm, Real Estate Company, Advertisement firm, Multimedia House & Freelancing	Admission Fee : 12,800 1st Installment : 13,000 2nd Installment : 14,000 3rd Installment : 13,000 4th Installment : 14,000 Total Tk. : 66,800
	DIPLOMA IN 3D ANIMATION & VISUAL F/X (1 Year - 600 hrs) 1st Semester : Sketching (Drawing), Graphics Design, 3ds Max (Modeling & Architectural Design). 2nd Semester : Autodesk Maya (Character Animation) & V-Ray, Video Editing & Real Life Project. Job Field : TV Media, Media House, Freelancing, Game Making Firm, Advertisement Firm	Admission Fee : 12,800 1st Installment : 12,000 2nd Installment : 12,000 3rd Installment : 12,000 4th Installment : 12,000 Total Tk. : 60,800
	DIPLOMA IN INTERIOR DESIGN & DECORATION (1 Year - 550 hrs) 1st Semester : Interior Design, Basic Design Composition, Design Theory, Material Technology, Architectural Graphics, Sketch & Presentation, Graphic Design, 3ds Max (Modeling & Architectural Design). 2nd Semester : Advanced Design Theory, Applied Design, Material Technology, AutoCAD, Model Making Job Field : Architectural Firm, Furniture Company, Interior Design Firm & Real Estate Company.	Admission Fee : 12,800 1st Installment : 10,000 2nd Installment : 11,000 3rd Installment : 10,000 4th Installment : 11,000 Total Tk. : 54,800
	DIPLOMA IN WEB & E-COMMERCE (1 Year - 550 hrs) 1st Semester : Microsoft Office 2016 , HTML 5 & CSS3, JavaScript, JQuery, Bootstrap, Creative Graphic Design Digital Marketing, SEO and Amazon Affiliate Marketing & Real life Project 2nd Semester : PHP 7.2 & MySQL 8.0, Web Frameworks like Codeigniter & Laravel 5, Content Management System (CMS) & Real life Project Job Field : IT Firm, Software Firm, Freelancing, Entrepreneur, Any Company or Organization	Admission Fee : 12,800 1st Installment : 12,000 2nd Installment : 12,000 3rd Installment : 12,000 4th Installment : 12,000 Total Tk. : 60,800
	DIPLOMA IN HARDWARE & NETWORKING ENGINEERING (1 Year - 550 hrs) 1st Semester : Microsoft Office 2016 with Google Education Apps, CompTIA A+, Network Fundamental & Design, Wireless Networking, MIKROTIK 2nd Semester : CISCO CCNA, Linux (RHCA, RHCE), Microsoft Exchange Server 2016, Linux Virtualization Job Field : IT Firm, Software Firm, Computer Security Center, Any Company or Organization	Admission Fee : 12,800 1st Installment : 12,000 2nd Installment : 12,000 3rd Installment : 12,000 4th Installment : 12,000 Total Tk. : 60,800
	DIPLOMA IN SOFTWARE ENGINEERING (1 Year - 550 hrs) [Microsoft Track] 1st Semester : Microsoft Office 2016, Software and Web Designing using HTML 5 & CSS3, Bootstrap 4.0 Designing & implementing Database with Microsoft SQL Server 2017 & Real life Project 2nd Semester : Introducing the Programming with C#, Introduction to ASP.Net, Developing ASP.Net MVC 5 Web Applications, Developing windows apps & Real life Project DIPLOMA IN SOFTWARE ENGINEERING (1 Year - 550 hrs) [JAVA Track] 1st Semester : Microsoft Office 2016, Software and Web Designing using HTML 5 & CSS3, JavaScript JQuery & Bootstrap 4.0, Database Development using Oracle 12c & Real life Project 2nd Semester : Object Oriented Programming using JAVA, JDBC, Server Side Programming using Servlets, JSP, JSTL JSF and Java Swing technology, Jasper Report, Android Apps Develop using JAVA & Real life Project Job Field : IT Firm, Software Firm, Freelancing, Cyber Security Center, Any Company or Organization	Admission Fee : 12,800 1st Installment : 12,000 2nd Installment : 12,000 3rd Installment : 12,000 4th Installment : 12,000 Total Tk. : 60,800
 LINK & PARTNERSHIP Daffodil University  DAFFODIL TECHNICAL INSTITUTE		

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2.5 Operational Network Organogram



Chapter 03

Overview of the Internship

3.1 Description and Nature of the Job

As a student of Masters of Business Administration (MBA) i study the subjects related to business. The Department of Business Administration of DIU made the internship mandatory for all students of MBA for the fulfillment of their graduation so that students can apply their knowledge and learn from the industry. In the business environment, there are lots of financial institutions, business firms, academic institutions and industries that provide internships. Internships are essential for bridging the gap between academic learning and practical experience in the business world. Lasting around three months, these opportunities are invaluable for students in gaining hands-on knowledge. While various industries and institutions offer internships, I deliberately chose a Professional Training Institute for its specialized focus on enhancing industry-specific skills. This intentional choice aligns with my career aspirations and provides a tailored environment for practical learning in my field of interest.

I started my job at **Daffodil International Professional Training Institute (DIPTI)** on 01st August 2023 and continuing. In my capacity as a **Project Management Officer Intern** at **Daffodil International Professional Training Institute (DIPTI)** since **August 01, 2023**, I find myself deeply engaged in a dynamic and collaborative atmosphere. This internship entails a multifaceted role where I actively contribute to the effective planning, execution, and monitoring of diverse projects within the institute. My responsibilities extend to participating in the formulation of detailed project plans, collaborating closely with project managers to define objectives and deliverables, and ensuring alignment with the overarching organizational strategy.

A significant aspect of my role involves facilitating seamless communication among project teams, stakeholders, and various departments. This includes organizing and documenting project meetings, disseminating crucial information, and fostering a cohesive work environment. Diligent maintenance of project documentation, including schedules, progress reports, and risk assessments, is a pivotal part of my daily activities. Regularly compiling and presenting comprehensive project status updates to management allows me to highlight achievements and address potential challenges transparently.

The identification and assessment of potential risks and issues, followed by collaboration with project teams to implement effective mitigation strategies, form a crucial part of my

responsibilities. I actively contribute to the development and enforcement of quality assurance processes, ensuring that project deliverables consistently meet specified standards. Through regular reviews, I assess project progress and compliance with established benchmarks, fostering a culture of continuous improvement.

As an intern, I am committed to ongoing learning and professional development in the field of project management. The application of acquired knowledge and methodologies enhances project efficiency, contributing to a culture of innovation and adaptability. This internship at DIPTI has not only equipped me with practical skills in project management but has also provided profound insights into overseeing projects within the distinctive context of a professional training institute.

3.2 Specific Responsibilities of the Internship

As a **Project Management Officer Intern** at **Daffodil International Professional Training Institute (DIPTI)**, my role is intricately woven into the fabric of project initiation, execution, and completion. I undertake a diverse array of responsibilities aimed at ensuring the seamless flow of project activities and the attainment of project goals.

❖ **Project Planning and Strategy:**

Collaborate with cross-functional teams to contribute to the development of comprehensive project plans, emphasizing detailed timelines, resource requirements, and key deliverables.

Work closely with project managers to refine project strategies, ensuring alignment with the overarching organizational objectives and industry best practices.

❖ **Communication and Coordination:**

Establish and maintain effective communication channels among project teams, stakeholders, and pertinent departments, fostering a collaborative environment.

Take charge of organizing and documenting project meetings, ensuring that minutes are not only accurately recorded but also distributed promptly to relevant stakeholders, facilitating transparency and accountability.

❖ **Documentation and Reporting:**

Maintain a meticulous record of project documentation, including but not limited to project schedules, progress reports, and comprehensive risk assessments.

Regularly compile and present detailed project status updates to management, providing insights into achievements, milestones reached, and addressing potential challenges with strategic solutions.

❖ **Risk Management:**

Conduct thorough risk assessments, identifying potential risks and issues that could impact project timelines or deliverables.

Engage proactively with project teams to develop and implement robust risk mitigation strategies, ensuring a proactive approach to challenges as they arise.

❖ **Quality Assurance:**

Contribute to the development and rigorous enforcement of quality assurance processes, guaranteeing that project deliverables consistently meet specified standards.

Conduct regular, in-depth reviews to assess project progress and compliance with established quality benchmarks, fostering a culture of continuous improvement.

Resource Management:

Assist in the strategic allocation of resources, ensuring that the necessary tools, personnel, and materials are available for seamless project implementation. Monitor resource utilization, providing recommendations for optimization and efficiency enhancements.

❖ **Learning and Development:**

Actively engage in ongoing learning and professional development opportunities within the dynamic field of project management.

Apply acquired knowledge and methodologies to enhance project efficiency and effectiveness, contributing to a culture of innovation and adaptability within the organization.

In summary, my role as a Project Management Officer Intern is comprehensive and integral to the successful execution of projects at DIPTI. It involves not only the practical application of project management principles but also a commitment to continuous improvement, effective communication, and strategic collaboration to ensure project success and stakeholder satisfaction.

Chapter 04

Theoretical Aspects

4.1 Project Management

Project management entails the meticulous planning and organization of a company's resources to accomplish a specific task, event, or ongoing activity. These resources encompass human capital, financial assets, technology, and intellectual property. Whether overseeing a one-time project or managing continuous endeavors, project managers play a pivotal role in orchestrating the efficient utilization of these resources.

While traditionally associated with the engineering and construction sectors, project management has evolved to find relevance in diverse industries such as healthcare and information technology. Invariably, projects involve an intricate set of components that must be completed and integrated in a predetermined time to yield a fully functional product or desired outcome.

Irrespective of the industry, the role of a project manager remains consistently defined. They are tasked with articulating the goals and objectives of the project, strategizing the timing and allocation of tasks among team members, and overseeing the execution of various project components. Additionally, project managers are responsible for implementing robust quality control measures to ensure that the completed components meet predetermined standards.

In essence, project management serves as a universal framework, applied across industries, to guide the systematic accomplishment of tasks, ensuring the efficient use of resources and the attainment of desired outcomes.

4.1.2 Understanding Project Management

The entirety of the project management process unfolds through several distinct stages: planning, initiation, execution, control, and closure. These stages collectively guide the project from its conceptualization to its successful completion.

From the project's inception to its conclusion, a well-defined plan serves as the roadmap, providing the necessary guidance to initiate, construct, and finalize the endeavor. Analogous to the architectural process, where the creation of a building begins with an idea, progresses to

detailed plans, and then materializes through the assembly of numerous intricate components, project planning is the foundational step. Here, the project manager takes on a role akin to that of an architect, overseeing the assembly of all project elements like pieces of a complex puzzle.

Invariably, each project is equipped with a set budget and specific deadlines. Project management plays a crucial role in ensuring the seamless progression of tasks, adhering to timelines, and staying within the allocated budget. Much like an architect orchestrates the assembly of a building within a predetermined timeframe, the project manager collaborates with the team to guarantee the project's completion within the planned duration.

Project management's overarching objective is to navigate the project through its various phases, ensuring that it progresses smoothly, adheres to timelines, and remains within budget constraints.

As the scheduled timeframe draws to a close, the project manager collaborates with the entire team to conclude the project successfully, meeting all established goals and objectives. This holistic approach to project management is instrumental in achieving project success, delivering value, and fostering effective collaboration among team members.

4.2 Project Lifecycle

Project management is a dynamic discipline that guides endeavors from conception to completion, and its efficacy lies in a well-defined lifecycle that encompasses distinct phases. Each phase is integral to the project's success, contributing specific insights, actions, and deliverables. This narrative delves into the intricacies of the project management lifecycle, exploring the stages of initiation, planning, execution, monitoring/control, and closure.



4.2.1 Initiating: Laying the Foundation

The initiation phase serves as the embryonic stage of a project, where the seeds of success are sown. Here, the primary objective is to prepare the groundwork meticulously. One of the key aspects is defining the project scope, outlining the specific objectives and boundaries to prevent Scope creep – the insidious expansion of project goals beyond the initial definition. Concurrently, a high-level project overview is constructed, assessing the required resources, time, and overarching goals. This evaluation is paramount in setting the stage for seamless project execution.

Budget considerations also take center stage during initiation. Project managers delve into the financial aspects, answering critical questions about the required monetary investment for project success. For more extensive projects, the establishment of a project charter or "Project Initiation Documentation" formalizes the project's purpose and objectives, providing a guiding document for all stakeholders.

4.2.2 Planning: Crafting the Roadmap

With the foundation laid, the planning phase emerges as the architect's blueprint for project success. It involves the meticulous creation of a roadmap, where key milestones, deadlines, and deliverables are defined. Specificity in the project schedule ensures that all team members are aligned, working toward a common goal, and are well-prepared to navigate any unforeseen challenges.

One crucial decision during this phase is the selection of a project management methodology. Choices range from the structured approach of Waterfall to the iterative flexibility of Agile, each offering distinct advantages based on project requirements. The planning phase is comprehensive, encompassing team selection, outlining deliverables, estimating resources, and determining associated activities. It is the detailed planning in this phase that ensures a project's trajectory aligns with its goals.

4.2.3. Execution: Transforming Plans into Action

The execution phase is the hands-on stage where the detailed plans developed in the initiation and planning phases come to life. Project teams work collaboratively to execute the project deliverables, bringing tangible outcomes to specific stakeholders. Concurrently, this phase involves managing workflows and responding to emerging challenges.

The success of the execution phase is contingent on effective communication, collaboration, and adherence to the project plan. It's the period where the theoretical framework is put to the test, and the project manager's leadership comes to the fore. Recommendations for changes and corrective actions may be implemented as the team navigates the intricacies of project execution.

4.2.4. Monitoring/Controlling: Ensuring Project Alignment

Monitoring and controlling constitute the vigilant eyes overseeing the project's progress. This phase is pivotal in answering critical questions about project alignment with the established plan. Regular, consistent project check-ins become a norm, providing real-time insights into project status and potential deviations. The use of appropriate documentation and tracking tools, such as Kanban boards and Gantt charts, enhances visibility and facilitates adaptability.

Effective monitoring not only keeps the project on track but also allows for agile responses to evolving circumstances. It serves as a mechanism for course correction, ensuring that the project remains aligned with its goals and objectives. This real-time adaptability is a hallmark of modern project management methodologies.

4.2.5 Closing: Culmination and Reflection

The closing phase marks the culmination of the project management lifecycle, where all project activities come to fruition. Known as project delivery, this stage involves the delivery of the final product to internal teams or external stakeholders. Formal contracts or agreements are completed, and a thorough review or audit is conducted.

The comprehensive review examines what went well, what deviated from the plan, and the invaluable lessons learned. This reflective analysis serves as a valuable feedback loop for future

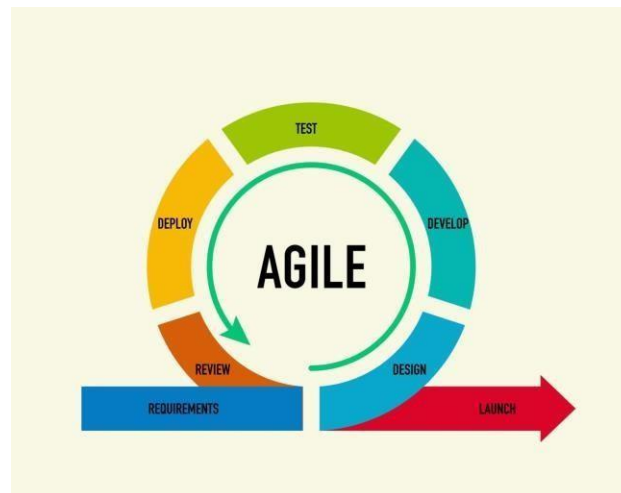
projects, fostering a culture of continuous improvement within the organization. It is a moment of celebration for project teams and an opportunity for knowledge transfer, ensuring that the organization benefits from the experiences of each project.

4.3 Process of Project Management

Project management process is structured frameworks that guide the planning, execution, and completion of projects. These methodologies provide a systematic approach to achieving project objectives, managing resources efficiently, and mitigating risks. In this exploration, we delve into two widely recognized project management methodologies – Agile and Waterfall – each offering distinct approaches suited to diverse project requirements.

4.3. 1. Agile Project Management

Agile project management is an iterative and flexible approach that originated in the software development industry. The foundation of Agile is laid on the 12 core principles outlined in the Agile Manifesto. At its core, Agile focuses on continuous monitoring and improvement of deliverables, prioritizing customer value, collaborative team interactions, and adaptability to changing business circumstances.



Characteristics:

Iterative Development: Agile projects are divided into small, incremental cycles known as iterations. Each iteration results in a potentially shippable product increment, allowing for frequent assessments and adaptations.

Flexibility: Agile embraces change, recognizing that requirements may evolve throughout the project. This flexibility allows teams to respond swiftly to shifting priorities and stakeholder feedback.

Customer Involvement: Customer feedback is solicited and incorporated throughout the project, ensuring that the delivered product aligns closely with customer expectations.

Example:

Consider a software development project where the client's requirements are subject to change due to evolving market trends. Agile's iterative approach allows the development team to adjust the project scope and features after each iteration, ensuring the final product remains aligned with the client's evolving needs.

4.3.2. Waterfall Project Management

Waterfall is a traditional and linear project management approach where tasks follow a sequential order, much like the flow of a waterfall. Each phase of the project must be completed before moving on to the next, emphasizing a structured and well-defined process.



Characteristics:

Sequential Phases: Waterfall projects progress through distinct phases – initiation, planning, execution, monitoring/control, and closure – with clear boundaries between each.

Document-Driven: Comprehensive documentation is a hallmark of Waterfall, providing a detailed blueprint at every stage of the project.

Predictability: Waterfall is well-suited for projects with stable requirements, where the scope is well-defined and unlikely to change significantly.

Example:

Consider a construction project where the architectural design must be finalized before ground-breaking commences. Waterfall's sequential structure ensures that each phase, from design to construction, is completed with precision before moving on to the next, providing a predictable and methodical approach.

4.4 Tools Used in Project Management

There are numerous project management tools available to help teams plan, execute, and monitor their projects efficiently. These tools often include features for task management, collaboration, communication, scheduling, and reporting.

Here are some popular project management tools, categorized based on their functionalities:



Task and Project Planning:

Trello:

Uses boards, lists, and cards to help teams organize and prioritize tasks visually.

Asana:

Provides a platform for task management, project planning, and collaboration.

Jira:

Originally designed for software development, Jira is highly customizable and can be adapted for various project management needs.

Microsoft Project:

A comprehensive project management tool for planning, scheduling, and tracking projects.

Collaboration and Communication:

Slack:

It's a platform designed for team collaboration, enabling communication through channels, direct messaging, and seamless integrations with other tools.

Microsoft Teams:

Integrates with other Microsoft 365 applications and offers chat, video conferencing, file sharing, and project management features.

Basecamp:

Combines project management, team collaboration, and client communication in one platform.

Monday.com:

A versatile work operating system that supports project management, task tracking, and team collaboration.

Time Tracking and Resource Management:

Harvest:

A time tracking tool that also offers features for expense tracking and invoicing.

Rescue Time:

Monitors computer usage to track time spent on various tasks, helping users understand and improve their productivity.

Gantt Charts and Scheduling:

Smart sheet:

Combines the simplicity of a spreadsheet with project management features, including Gantt charts.

Wrike:

Offers Gantt charts, task management, and collaboration features for project planning and execution.

Agile Project Management:

Version One:

A comprehensive Agile project management tool supporting Scrum, Kanban, and SAFe methodologies.

Target process:

Provides a visual platform for Agile teams to plan, track, and manage their work.

File Sharing and Document Management:

Google Drive:

Offers file storage, sharing, and collaboration on documents, spreadsheets, and presentations.

Drop box:

A cloud-based file storage and collaboration platform with file syncing and sharing capabilities.

Reporting and Analytics:

Tableau:

A data visualization tool that can be used for project reporting and analysis.

Power BI:

A Microsoft's business analytics tool offers interactive visualizations and robust business intelligence features.

These tools vary in features, complexity, and pricing, so the choice depends on the specific needs and preferences of the project team. Additionally, many teams use a combination of tools to address different aspects of project management.

4.5 Role of a Project Manager

The role of a project manager is multifaceted and involves overseeing various aspects of a project to ensure its successful completion. Here is a detailed breakdown of the key responsibilities and roles of a project manager:

1. Initiating:

- **Define Project Scope:**

Clearly outline the project objectives, deliverables, constraints, and assumptions.

- **Develop Project Charter:**

Create a formal document that authorizes the project and outlines initial requirements.

- **Identify Stakeholders:**

Identify and engage with individuals or groups who have an interest or influence in the project.

2. Planning:

- **Create Project Plan:**

Develop a comprehensive project plan outlining tasks, timelines, resources, and dependencies.

- **Define Roles and Responsibilities:**

Clearly define the responsibilities of team members and stakeholders.

- **Risk Management:**

Identify potential risks, assess their impact and likelihood, and develop mitigation strategies.

- **Budgeting:**

Develop and manage the project budget, ensuring efficient allocation of resources.

- **Communication Plan:**

Establish a plan for communication among team members, stakeholders, and leadership.

3. Executing:

- **Team Leadership:**

Build and lead a high-performing project team, providing guidance and support.

- **Task Assignment:**

Allocate tasks and responsibilities to team members based on their skills and expertise.

- **Monitor and Control:**

Keep track of project performance, ensuring that it aligns with the project plan.

- **Quality Assurance:**

Implement processes to ensure the quality of deliverables.

- **Stakeholder Management:**

Regularly communicate with stakeholders, addressing concerns and providing updates.

4. Monitoring and Controlling:

- **Performance Tracking:**

Monitor project progress, comparing it to the project plan, and adjusting as needed.

- **Issue Management:**

Address and resolve issues that arise during the project, minimizing their impact.

- **Change Management:**

Evaluate and manage changes to the project scope, schedule, or resources.

- **Quality Control:**

Ensure that project deliverables meet the specified quality standards.

5. Closing:

- **Project Closure:**

Formalize the completion of the project and hand over deliverables to the client or relevant stakeholders.

- **Lessons Learned:**

Conduct a project review to document lessons learned and identify areas for improvement.

- **Contract Closure:**

Complete all project-related contracts and documentation.

Chapter 05

Project Management Process of DIPTI

5.1 Description of the Project

As the Project Management Officer Intern of Daffodil International Professional Training Institute (DIPTI) I got an opportunity to work on a project of DIPTI directly. The Project was hosting AWS Cloud Day Bangladesh 2023 for the first time. It was a full-day event focused on cloud computing and related technologies. This event was organized for the first time in Bangladesh and is a joint initiative of Daffodil International University (DIU) and Daffodil International Professional Training Institute (DIPTI) in collaboration with Amazon Web Services (AWS). AWS Cloud Day Bangladesh 2023 was a pioneering event in Bangladesh that aims to bring together entrepreneurs, students, teachers, educators, and practitioners to explore the vast potential of cloud computing, artificial intelligence, machine learning, networking opportunities, and related fields. The event will feature workshops, sessions, and networking opportunities facilitated by internationally and locally recognized professionals/trainers from AWS. Through this big and international event, DIPTI is expected to create a buzz of DIPTI among the IT professionals, cloud Practitioners, Students and also wanted to establish a reputation of bringing and working with big giants of the industry. At the end of the project, DIPTI achieved the milestone.

5.1.2 The Event:

The event will encompass three parallel tracks. These tracks will cater to the specific interests and needs of entrepreneurs/business decision-makers, developers/architects/data analysts/IT operations managers, and students/professionals/job seekers, respectively.

1. Business Track: The Business Track is primarily designed for entrepreneurs/business decision makers who want to know how AWS can help them achieve their business goals in the era of Artificial Intelligence, Machine Learning, IoT, VR/AR, and Cloud Computing. Other topics covered in this track include how to use AWS to drive innovation, how to use AWS to reduce business costs, how to increase security, how to comply with AWS regulations, and startup business, banking, digital marketing, etc. And in this track business and organization performance improvement advice and financial improvement in various ways will be provided.

2. Technical Track: The technical track is primarily designed for developers, architects, data analysts, IT operations managers, cyber security, artificial intelligence, machine learning & IoT experts who want to develop and use AWS's various applications. In addition, this track will

provide knowledge of new technologies and tools and advice on holistic solutions and new applications.

3. Career Track: The career track is primarily designed for students, professionals and job seekers who are interested in learning about career opportunities in the cloud computing or AI and ML industry. Various orientations related to various career topics and skill development will be provided to the participants in the career track. Attendees on this track will be mentored on how AWS can support professional development and capacity building. In addition, counseling will be provided on soft skills, technical skills, leadership development and professional development.

5.2 Objectives of the Event:

The key objectives of AWS Cloud Day Bangladesh 2023 are as follows:

- a. Establish a good connection with Amazon Web Services.
- b. Become an AWS Training Partner.
- c. Provide participants with in-depth knowledge and insights into AWS cloud services and solutions.
- d. Foster a sense of community among AWS users, professionals, and enthusiasts in Bangladesh.
- e. Facilitate networking opportunities for attendees to connect with peers, industry experts, and AWS representatives.
- f. Collect feedback from participants through surveys and interactive sessions to gather insights for improving future events.
- g. Use feedback to enhance the quality of content, sessions, and overall event experience.
- h. Encourage participants to pursue AWS certifications by providing information, resources, and special certification-related sessions.
- i. Offer discounts or incentives for certification exams taken during the event.
- j. Foster social media engagement before, during, and after the event to create buzz and extend the reach.

5.2.1 Benefit of the Organizers:

Hosting AWS Cloud Day Bangladesh 2023 will provide the following benefits:

- a. Enhanced visibility and reputation for both DIPTI and DIU in the technology and cloud computing sectors.
- b. DIPTI became the first AWS Training Partner of Bangladesh.
- c. Many educational institutions under the Daffodil Family were registered as AWS Academy.
- d. Established a reputation of doing innovative arrangements in the IT field.
- e. Launched AWS courses and developed AWS trainers.
- f. Gained huge exposure in the IT field.
- g. Increased industry engagement and collaboration opportunities.
- h. Exposure to cutting-edge AWS technologies, best practices, and real-world use cases.
- i. Potential for future partnerships and collaborations with AWS and other participating organizations.

5.3 My Responsibilities in the Project:

As a Project Management Officer (PMO) Intern at Daffodil International Professional Training Institute, I held a pivotal role in coordinating and overseeing various aspects of the event on AWS Cloud Day Bangladesh 2023 at Daffodil International Professional Training Institute. My primary responsibilities included:

1. Project Planning and Coordination:

Collaborated with the project management team to develop a comprehensive project plan, outlining tasks, timelines, and dependencies for a seamless execution of AWS Cloud Day.

Ensured alignment of the project plan with the broader objectives and vision of the event.

2. Stakeholder Communication:

Established and maintained effective communication channels with key stakeholders, including AWS representatives, sponsors, speakers, and internal team members.

Provided regular updates on project progress, milestones, and addressed stakeholder inquiries and concerns.

3. Logistics and Venue Coordination:

Worked closely with the logistics team to coordinate venue selection, equipment procurement, and vendor management, ensuring all logistical arrangements met the standards set for the event.

Oversaw the execution of logistics plans on the day of the event.

4. On-Site Coordination:

Played a crucial role in on-site coordination during AWS Cloud Day, managing various aspects such as registration, session scheduling, and participant engagement.

Acted as a point of contact for on-the-day issues, ensuring quick and effective resolutions.

5. Certification Hub Management:

Coordinated the logistics of the certification hub, ensuring a smooth and organized experience for participants taking AWS certification exams.

Collaborated with the certification team to address any issues related to the exam process.

6. Post-Event Evaluation and Documentation:

Assisted in collecting and analyzing feedback from participants, sponsors, and team members for a comprehensive post-event evaluation.

Maintained accurate and organized documentation related to the project, including meeting minutes, communication records, and project artifacts.

7. Financial Reconciliation:

Collaborated with the finance team to reconcile event expenses, ensuring accurate financial records that aligned with the approved budget.

Contributed to the preparation of financial reports for post-event review.

8. Networking Sessions Support:

Supported the planning and execution of networking sessions, providing opportunities for participants to connect with each other, sponsors, and AWS representatives.

Facilitated networking activities to enhance participant engagement.

9. Social Media Engagement:

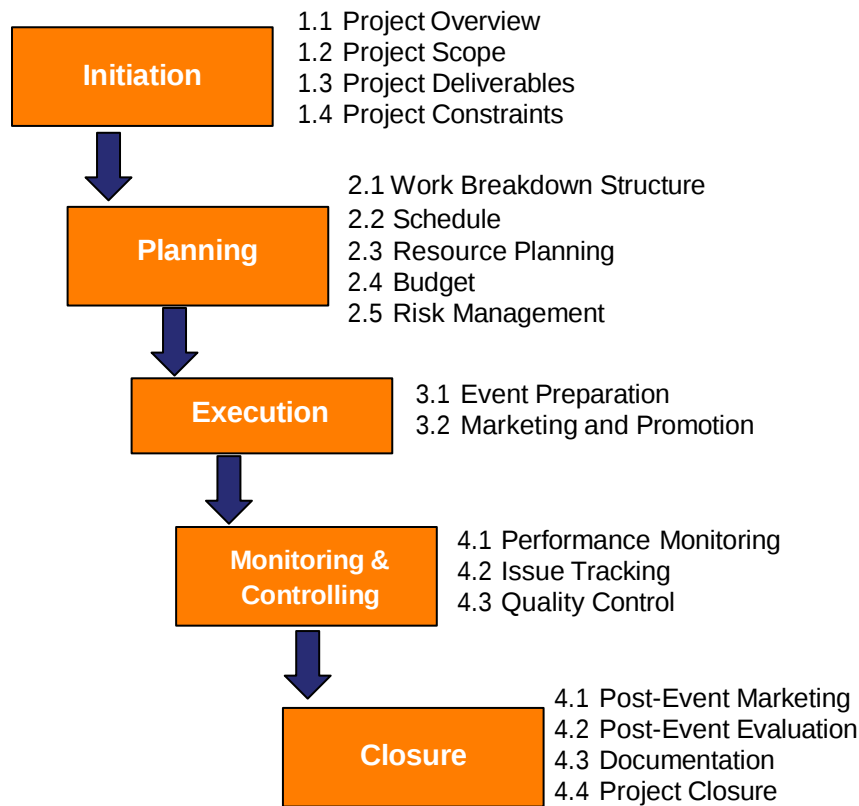
Contributed to social media engagement efforts by creating and posting content related to the event. Monitored social media channels for participant feedback and responded to inquiries or comments.

In this project, I played a crucial part in ensuring the success of AWS Cloud Day Bangladesh 2023, contributing to its smooth execution and positive impact on participants and stakeholders.

5.4 Project Management Process of DIPTI

As I am working as a project management Intern Officer at DIPTI and worked directly in hosting AWS Cloud Day Bangladesh 2023 in collaboration with Daffodil International Professional Training Institute (DIPTI) & Daffodil International University (DIU) after complete evaluation of the event with academics knowledge I gained throughout my MBA degree it clearly visible that Daffodil International Professional Training Institute (DIPTI) followed Waterfall methodology to hosting this event. Due to some confidential matter, it was not possible for me to get the previous project report so in terms of hosting AWS Cloud Day Bangladesh 2023, I have prepared this report.

As we know, in the Waterfall Methodology, there are now many styles of Waterfall, and each style has its own specific set of steps. What they all have in common, that they follow an ordered set of steps that are directly linked to clearly defined expectations, resources, and goals that are not likely to change. The phases of a Waterfall project life cycle follow the same standard project life cycle flow Initiating, planning, executing, which includes managing and completing tasks, and closing. Similarly, if we evaluate the stages of hosting AWS Cloud Day Bangladesh 2023, we will find that it followed an ordered set of steps. The steps they followed in hosting AWS Cloud Day Bangladesh 2023-



Stages of DIPTI Followed in Hosting AWS Cloud Day Bangladesh 2023

Before this phase, DIPTI received the lead about AWS from the honorable Chairman of the

Daffodil Family, after receiving the lead from our honorable Chairman we were instructed to prepare the project overview, scope, deliverables, outcome, constraints, etc. Below I am portraying details of the step-by-step process of the project-

1. Project Initiation Phase:

1.1 Project Overview

During this phase, we have defined the purpose and objective of AWS Cloud Day Bangladesh 2023 and identified the key stakeholders through meeting with AWS.

1.2 Project Scope

- Just after preparing the project overview, we have defined the scope of the event, including sessions, workshops, and associated activities.

1.3 Project Deliverables

- Listed all the deliverables, such as event materials, documentation, Marketing Study, Proposal, Project Plan, and any post-event reports.

1.4 Project Constraints

- Identified probable limitations such as sponsorship, budgeting, marketing, venue, time, etc.

After completing all of those steps we prepared a full-fledged report on the event and submitted to the top management, later on with the instruction of the top management we instructed to work on planning to execute this event effectively.

2. Planning Phase

In this planning phase, we have prepared a complete project plan by conducting meetings with selected persons of various departments of DIPTI. In this phase, we formed a committee for this event, prepared a task checklist and assigned responsible persons for specific tasks, prepared pre & post-marketing and promotional plans, scheduled specific tasks, and finally prepared a budget and sponsorship plan for the event.

2.1 Work Breakdown Structure (WBS)

- In this phase, we have divided the projects into manageable tasks and subtasks. We have prepared the breakdown according to the deliverables and phases.

2.2 Schedule

- As we have identified the tasks so it is necessary to Create a detailed project schedule with milestones and deadlines for each task because to host an international event we have to do many things and there are must have to maintain a specific schedule for specific tasks otherwise we will not able to reach our project goal.

2.3 Resource Planning

- In this phase, we have task-wise allocated resources, including personnel, technology, and facilities for the smooth execution of the project.

2.4 Budget

- It was a very crucial part of the project. As AWS coming to Bangladesh so we don't have previous data through which we can measure the probable paid participants and sponsors but we assume a hypothetical figure and Developed a budget that includes estimates for venue, equipment, marketing, and other relevant expenses.

2.5 Risk Management

- It is a very important part of the project management. As in the planning phase, we have to take some hypothetical measures so for the smooth execution we Identified potential risks and developed mitigation strategies.

3. Execution Phase:

In the execution phase, the project plan gets put into action. Our teams started working on their tasks, using the allocated resources for the project. We keep a close eye on how things are going, fixing any problems that pop up along the way. We try to make sure the work meets the quality standards set beforehand. Talking regularly with the people involved keeps everyone on the same page. Also, write down everything they're doing and any changes made. We closely pay attention to time and money to stay on track. Basically, it's all about making things happen according to the plan.

3.1 Event Preparation

- As it was an international event we gave our best effort in this step because DIPTI believes that it is impossible to execute an event without effective preparation.

In this step we executed tasks related to reaching sponsors and guests of the events, training of volunteers and protocol officers of the event, venue setup, equipment installation, and other logistics & ensuring guest's accommodation and transportation-related matters.

3.2 Marketing and Promotion

- This phase played a key role in meeting the objective of organizing this event and also effectively organizing the event. According to our marketing strategy provided by the Branding & Promotion Team of DIPTI Implemented provided marketing strategies to promote AWS Cloud Day Bangladesh 2023.

4. Monitoring and Controlling Phase:

According to DIPTI's Project Management, this phase is initiated after the implementation stage. It involves checking the project's progress against the initial plan. During this phase, there's a focus on ensuring that the project is on track, adhering to the predefined schedule, budget, and quality parameters. As we didn't face any correction so I am unable to portray how they handle changes.

4.1 Performance Monitoring

- We have monitored the project's progress against the predefined schedule. This involves tracking milestones and completion of tasks. Regularly monitor progress against the project schedule and budget. DIPTI used the Gantt chart to track the progress of the project.

4.2 Issue Tracking

- Identified and addressed any issues that may arise during the event planning and execution.

4.3 Quality Control

- Ensured the quality of the event, support & service, materials, and overall event experience.

5. Closing Phase:

This closing phase of project management is a crucial step in completing a project successfully. It involves a series of activities aimed at formally ending the project and ensuring that all its objectives have been met. Here's an overview of what typically happens during the project closing phase

5.1 Post-Event Evaluation

- After completing the event we have provided feedback forms to our participants and sponsors to analyze the result of our effort. As we had a target of achieving a certain amount of crowd in our digital media, so we analyzed social media analytics and after overall evaluation, we found that we've successfully achieved our goal and the feedback satisfaction rate was 98%.

5.2 Documentation

- We have compiled event documentation, including financial reports, attendance records, and any lessons learned.

5.3 Project Closure

- At this phase we officially close the project, ensuring all outstanding tasks are completed. After dedicatedly working in the AWS Cloud Day Bangladesh 2023 & analyzing the project methodology of DIPTI during my internship period I came to the conclusion that DIPTI followed waterfall methodology to host AWS Cloud Day Bangladesh 2023. The process followed by DIPTI seems more aligned with the waterfall methodology in project management. In the waterfall approach, the project progresses through sequential stages, with each stage's completion leading to the next phase.

The project phases of DIPTI —Initiation, Planning, Execution, Monitoring & Controlling, and Closing—are typical of the waterfall model. Each phase has its specific objectives and deliverables, and once one phase is complete, the next one begins.

As I don't have the previous project data to strongly argue that DIPTI follows waterfall methodologies for project management but as DIPTI always host similar kind of events so we can assume that DIPTI follows waterfall methodologies for hosting or organizing local or international events.

Chapter 06

Findings, Recommendations, and Conclusions

6.1 Problems:

1. Limited availability of personnel, budget, or equipment can hinder progress. Communication Challenges: Poor communication among team members or stakeholders can result in misunderstandings or misalignment.
2. Identifying and mitigating risks effectively can be challenging, leading to unexpected issues. Delays or poor scheduling can impact project timelines and deliverables.
3. Managing diverse stakeholder expectations and requirements can be complex. Ensuring high-quality project outcomes may be difficult without proper controls.
4. Resistance to change within the team or organization can impede progress.
5. Coordinating different project components or systems can be problematic. Inadequate tools or software can hinder project management efforts.
6. When working with global teams, cultural variations can affect collaboration. Unclear roles and responsibilities can lead to inefficiencies.

6.2 Major Findings

After working more than three months at DIPTI as a Project Management Intern Officer and working dedicatedly in a project on AWS Cloud Day Bangladesh 2023, I can confirm that during the project of hosting AWS Cloud Day Bangladesh 2023 DIPTI followed waterfall methodology and also can assume that to conduct this kind of project DIPTI Follow same methodology. After critically analyzing everything, I can say that in managing this kind of projects DIPTI created a roadmap which can be followed but according to my knowledge I think there are some room for development which can make DIPTI host this kind of events more efficiently and effectively. Below I am portraying my positive and negative findings of DIPTI in the hosting AWS Cloud Day Bangladesh 2023-

6.2.1 Findings:

1. DIPTI held AWS Cloud Day Bangladesh 2023, a full-day cloud computing and technology event. Daffodil International University (DIU), DIPTI, and Amazon Web Services' experimental Bangladesh collaboration was featured at this occasion.
2. Business leaders, technological specialists, and students/job seekers attended. Segmentation tailored content and interaction.

3. AWS Cloud Day Bangladesh 2023 sought to strengthen relationships with Amazon Web Services, become an AWS Training Partner, teach members about AWS cloud services, establish Bangladeshi AWS community, and facilitate networking.
4. Hosting the event helped DIPTI and DIU get more exposure in the technology and cloud computing industries, create AWS-related educational programs, and train AWS instructors.
5. Stakeholder communication, logistical coordination, on-site management, certification hub management, post-event evaluation, financial reconciliation, networking support, and social media involvement were essential for the DIPTI Project Management Officer Intern. Their work made AWS Cloud Day Bangladesh 2023 successful.
6. Project phases Initiation, Planning, Execution, Monitoring & Controlling, and Closing have specified goals and deliverables and follow a sequential order.
7. DIPTI evaluated events, collected feedback, and documented the project. This evaluation and documentation ensure future project improvement and knowledge sharing.

6.2.2 Challenges:

1. Everyone is loaded with their regular office activities and deadlines, in that case assigning in any project works became extra hassle and to meet everything in mentioned deadline they have work more than their office time.
2. Currently, the PM team has only 2 employees in the PM team. They always are stressed to manage multiple projects with a very limited workforce.
3. Their projects have very aggressive deadlines for any sort of tasks.
4. Sometimes, their efficiency can be questionable because they play a supportive role in projects and not a directive role. They are more like a coordinator and less able to direct or give orders.

6.3 Recommendations

- Diversify event types to boost DIPTI's reputation and visibility. Technology-focused events, workshops, and conferences for various IT industry sectors may be included.

- Continue expanding cloud computing and other developing technology education programs after AWS Cloud Day Bangladesh 2023. Meet IT skills need with a comprehensive program.
- Consider partnering with Amazon Web Services for long-term success after hosting this event. Partner on training, research, and technology adoption.
- Provide ongoing skill development for interns and staff to stay current with cloud computing and IT developments. This will aid future project completion.
- Utilize social media for interaction and promotion. Regularly post technology-related news, updates, and thoughts online.
- While Waterfall proved effective for AWS Cloud Day Bangladesh 2023, try Agile for certain projects. Flexible and responsive, agile can help projects with changing requirements.
- Create a stronger community among AWS users in Bangladesh through frequent events, webinars, or online forums. This will keep attendees interested all year and maintain event momentum.
- Create a DIPTI knowledge transfer procedure to document and disseminate event lessons. This will ultimately improve project management and execution.

6.4 Conclusion

In conclusion, my tenure at Daffodil International Professional Training Institute (DIPTI) has been a transformative journey, marked notably by my active involvement in spearheading the successful hosting of AWS Cloud Day Bangladesh 2023. This hands-on experience provided a profound understanding of DIPTI's meticulous adherence to Waterfall methodologies in orchestrating and executing large-scale events, demonstrating their remarkable effectiveness in managing multifaceted projects within an educational context.

Throughout my engagement in AWS Cloud Day Bangladesh 2023, I closely observed the systematic approach, detailed planning, and sequential execution characteristic of the Waterfall model. The structured phases of requirements gathering, planning, design, implementation, and testing were evident pillars that contributed significantly to the event's success. This experience underscored the significance of a methodical and phased approach, especially in projects where clarity in milestones and deliverables is crucial.



Photo: Participants of AWS Cloud Day Bangladesh 2023

The insights garnered during this project led me to identify key recommendations aimed at further refining DIPTI's project management methodologies. In the report shared, these recommendations are presented as potential areas for improvement.

I am sincerely grateful for the enriching experiences and the platform provided by DIPTI to actively engage in real-world projects. I am confident that these insights and recommendations will serve as catalysts for refining DIPTI's project management strategies, fostering greater efficiency and adaptability in handling future endeavors.

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