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| King Saud UniversitySchool of Business AdministrationManagement Information Systems Department |  |

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**MIS 477: Co-op Training Course**

*Individual training report 1*

**Student Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KSU ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week # \_\_\_\_\_\_\_\_\_

Total Training Hours

Total Training Hours Finished Until Now: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***----- Please turn in this report by the end of week 3 of the semester.***

Your report will include, but not limited to, the following areas:

1. Expected Training Plan (in details)
2. The organizational chart and where they placed you? (List the departments if your training plan require you to rotate between departments)
3. Your orientation program
4. Use a project management tool to develop your project plan and activities.

(You will be required to set the tasks, key dates, milestones, and track the progress… )

1. In case you suggest to your manager a project to work on, provide us with a copy of your project proposal that you will submit to your manager for approval.