CareerSwami · Project Management & Agile

FREE TWO-WEEK INTERNSHIP

Project 1 — Deliver a campus career fair on a fixed date and a fixed budget

A fictional university has given you forty-five days, thirty thousand rupees and four part-time people to put on a careers fair for eighty students. The date cannot move. Your job is to show you can land it — and that you saw the two things that go wrong before they did.

2 weeks	1 project	6–8 hrs
START TO SUBMIT	ONE SUBMISSION	PER WEEK

WHAT IS IN THIS BRIEF

1. The situation — the problem you are being handed
2. The four constraints that decide everything — the cases your work must survive
3. What you are given — your data and starting files
4. What finished looks like — the two things you hand in
5. How the two weeks run — week by week
6. Before you start — rules, tools and your starter kit
7. How the work is judged — the marking scheme
8. How to submit — one link, pasted into your dashboard

Read 1 to 4 before you do anything. They take five minutes and they are what the marking scheme is built on. Sections 5 to 8 are the how — come back to them once you know what you are solving.

1 The situation

Treat this as a real client brief. The university is fictional. The shape of the problem — fixed date, thin budget, borrowed people — is the one almost every first project has.

The careers service has committed publicly to a fair on Day 45. Eighty students are expected, four speakers have been approached, and the budget is thirty thousand rupees of fictional money. That is all that has been decided.

Your team is four people who are doing this alongside other work: a lead with six hours a week, a designer with four, a logistics person with five, and an outreach person with five. Twenty hours a week in total, and not one of them is yours to redirect freely.

Two things will happen that you are not told about in advance in real life, but are told about here so you can plan for them honestly: on Day 18 the venue becomes unavailable, and on Day 29 a speaker cancels. A plan that only works if neither happens is not a plan.

WHAT YOU ARE BEING ASKED TO DO

Produce the two documents a sponsor would actually ask for before releasing money: a charter that says what this is and who decides what, and a schedule and budget that prove Day 45 is reachable with twenty hours a week and thirty thousand rupees.

2 The four constraints that decide everything

This project has no villains. It has four constraints, and every realistic plan is a negotiation between them. Your charter has to name all four and your schedule has to survive them.

The date — Day 45, announced

Cannot move. It has been told to students.

Why it bites — Venue approval takes five days and speaker confirmation takes seven. Work backwards and the latest safe start for each is far earlier than it feels. Most first plans discover this on Day 30.

The budget — 30,000 fictional INR

Venue 8,000, AV 4,000, refreshments 100 per person.

Why it bites — Eighty people at 100 is 8,000 on refreshments alone. That is 20,000 committed before anything else, and you are required to hold back at least 10% as contingency. The room left is smaller than it looks.

The team — 20 hours a week, split four ways

Each person has a different weekly ceiling and a different skill.

Why it bites — Tasks do not transfer. Six hours of outreach work cannot be done by the designer with four spare hours. A schedule that only balances in total, and not per person, will fail in week two.

The two incidents — Day 18 and Day 29

Venue gone on Day 18. Speaker gone on Day 29.

Why it bites — Day 29 is sixteen days out, and speaker confirmation takes seven. A replacement is possible — but only if your plan left slack there, and only if someone had already been identified. That decision is made in week one or not at all.

The contingency is not padding you add at the end. It is the specific thing that makes Day 18 and Day 29 survivable, and your charter should say where it sits and who is allowed to spend it.

3 What you are given

Every number you need is here. The gaps — what you cut, where the slack sits, who you replace the speaker with — are deliberate and are the actual work.

The fixed facts

`Day 45` `80 attendees` `4 speakers` `30,000 INR` `20 team hours / week`
`venue approval 5 days` `speaker confirmation 7 days` `≥10% contingency`

The costs, so the arithmetic is concrete

`Venue`	8,000
`AV`	4,000
`Refreshments`	100 per person
`Contingency`	at least 10% of 30,000, held back
`Lead: 6h/week`	Designer: 4h/week
`Logistics: 5h/week`	Outreach: 5h/week
`Day 18`	Venue becomes unavailable
`Day 29`	A speaker cancels

Four questions the plan must answer

`What` `When` `Who` `How much`

All figures are fictional. Do not contact real venues, speakers or suppliers. Where a cost or duration is not given, choose a reasonable assumption and record it in the assumptions log — a recorded assumption is good practice; an assumption presented as a fact is not.

4 What finished looks like

At the end of two weeks you should be able to hand a sponsor two things and have them approve or reject the project without a meeting.

- **A project charter** — objective, scope and explicit non-scope, success criteria, a stakeholder map saying who approves what, and an assumptions log. Every assumption gets an owner and a date by which it must be confirmed, because an assumption nobody is checking is just a risk with better manners.
- **A schedule and budget that hold up** — a work breakdown, a dependency-aware schedule showing the critical path to Day 45, a RACI so no task has two owners or none, and a budget built from formulas

rather than typed totals, with contingency shown as its own line.

Credit goes to a plan that is honest about what it cannot absorb. A schedule with zero slack is not ambitious, it is unfinished.

5 How the two weeks run

Work through it in two parts — but you submit **once**, at the end, not once per week.

PART 1 · WEEK 1

Agree what this is before you schedule it

Write the charter. Decide what success means in numbers, who has to approve what, and which beliefs you are running on. Resist the urge to open a Gantt chart.

Produce

- A charter: objective, scope, non-scope, success criteria, constraints
- A stakeholder map showing who is informed, consulted and who approves
- An assumptions log, each with an owner and a confirm-by date

> Success criteria must be measurable. "A successful fair" is not one; "80 attendees, 4 speakers, spend at or under 30,000 with 10% unspent" is. Your non-scope list must not be empty.

PART 2 · WEEK 2

Prove Day 45 is reachable

Break the work down, sequence it with real dependencies and lead times, assign it against each person's actual weekly hours, and build the budget as formulas so you can change one number and see the effect.

Produce

- A work breakdown structure
- A dependency-aware schedule showing the critical path to Day 45
- A RACI matrix
- A formula-driven budget with contingency as a visible line

> Show your load per person per week, not just in total. Show the two incidents on the schedule and what absorbs them. A budget of typed-in totals with no formulas will be marked down however correct the arithmetic is.

6 Before you start

- Schedule in project days (Day 1 to Day 45), not calendar dates. It keeps the arithmetic clean and makes your plan reusable.
- Lead times are not the same as work. Venue approval takes five days of waiting, not five days of effort — the schedule has to show the difference.
- A critical path is the longest chain of dependent tasks, not the list of tasks that feel important.
- Build the budget with cell references and formulas. If changing attendees from 80 to 90 does not change your total automatically, it is not a model.
- Agile and plan-driven are not opposites here. Use a board, sprints or Kanban if you want — but the sponsor still needs a date, a cost and an owner.

Your tools

A spreadsheet and a document editor. Google Sheets and Docs, Excel and Word, or Notion. A Gantt or board tool is welcome but not required — a spreadsheet schedule is perfectly acceptable. No paid tool is required, and no ID document is ever required.

CS_project-management-agile_Starter_Kit.zip — change-requests.csv, a charter template, a RACI template, a budget workbook, an evidence log, and a file index.
https://careerswami.com/wp-content/uploads/careerswami-projects/CS_project-management-agile_Starter_Kit.zip

7 How the work is judged

WHAT IS ASSESSED	WEIGHT
Problem and requirements — did you understand what you were solving	**20%**
The core artefact — the thing you actually made	**40%**
Validation and evidence — how you know it works	**25%**
Clarity and reproducibility — can someone else open and follow it	**15%**

Strong	Complete, correct, evidence-backed and easy to inspect.
Developing	A useful partial result, with the gaps explained.
Needs revision	Core deliverable missing, claims unverified, or the work cannot be opened.

Credit reflects demonstrated work, not visual polish. A small, honest result beats a large, unsupported one.

What counts as evidence

expected result → actual result → the schedule row, formula or budget cell → conclusion. Then say what the evidence does not establish.

Why this one is worth doing. Almost everyone can list the tasks in an event. What gets someone hired is showing they understood lead time, capacity per person, and where the money stops being flexible. The Day 18 and Day 29 incidents are in this brief for exactly that reason — they are how an interviewer finds out whether your plan was real or decorative.

8 How to submit

One link, pasted into your dashboard

1. Put your work somewhere with a link — Google Drive, Figma, GitHub, Notion, Loom. Whatever fits the work.
2. **Set it so anyone with the link can view.** A locked link is the single most common reason a submission comes back.
3. Include a short README or cover page saying what to open first, and where each deliverable lives.
4. Open your dashboard, paste the link into the submit box, and add a line or two on anything you want the reviewer to know.

Name files `CS_project-management-agile_YourName_v1`. Keep your own copy. A screenshot on its own is not enough for anything interactive. A video is optional — annotated screenshots or narrated slides are fine.

Submitted and heard nothing, or the link came back? Email **support@careerswami.com** with the email address you enrolled with.

Work honestly. Use fictional data and your own work. Credit anything you reused, and disclose AI assistance — including what you checked yourself. Never invent interviews, users, tests or results. Nothing here requires you to spend money, contact real organisations, or deploy anything publicly. Never upload identity documents, real customer records or credentials.

Stuck, confused, or something is broken? Write to us.

`support@careerswami.com`

Or WhatsApp **+91 7383138418**. We answer on working days. Use it for anything at all — a part of this brief that does not make sense, a starter file that will not open, a dashboard link that has stopped working, a deadline you need moved, or a submission you are not sure about.

To get a useful answer fast, spend twenty minutes narrowing the problem down first, then tell us four things: what you expected, what actually happened, what you already tried, and your one specific question. Include your track name and the email you enrolled with.

Asking is not penalised. Submitting partial work with a clearly stated blocker always scores better than a finished answer you copied, and better than a silent no-show.

Optional stretch

Optional, and only once the main work is done — cap it at an hour. Add a simple earned-value or burn-down view, or a second scenario where attendance is 120. Label it clearly as a stretch.
