

Total workload scheduled		36.2 days	Total days internship	65 days				
Deliverable expected by	Title	Description	Deliverable	Workload	Metric	Deliverable link	Handy Links	Notes
Introduction								
	3/3/2023	Planning	Create a planning sheet	Complete planning sheet	1 days	Retroplanning.xlsx		
	3/3/2023	Policies & compliance	Obtain completion status on policies & compliance	Required objectives are met	3 days	Capgemini Internal platform		
Continuous learning / investigation								
	10/3/2023	INE Malware Analysis Chapter 1 & 2	Look into INE learning path, chapter 1: introduction to malware analysis & 2: Static analysis techniques	Complete INE learning path chapter 1 & 2	5 days	INE-Malware-Analysis-Professional-MAP.dotx		
	Week 2 - 3	INE Malware Analysis Chapter 3 & 4	Look into INE learning path, chapter 3: Assembly crash course & 4: Behavior analysis	Complete INE learning path chapter 3 & 4	5 days	INE-Malware-Analysis-Professional-MAP.dotx		
	Week 3 - 4	INE Malware Analysis Chapter 5 & 6	Look into INE learning path, chapter 5: Debugging and disassembly techniques & 6: Obfuscation techniques	Complete INE learning path chapter 5 & 6	5 days	INE-Malware-Analysis-Professional-MAP.dotx		
	Week 6 - 8	INE Malware Analysis Rehearsal	Rehearse INE Malware Analysis for certification	Complete rehearsal	1 days	INE-Malware-Analysis-Professional-MAP.dotx		
	Week 6 - 8	Certification	Obtain / achieve the certification for malware analysis	Obtain certification on INE Malware Analysis	1 days			
Lab environment setup								
	3/3/2023	Windows virtual image creation	Create a standard Windows VBOX image for malware analysis	Golden image Windows	1 days	Windows-Installation-In Malware-Investigation.dotx		Installation instructions are pending regarding W10 vs W11 -> Malware-Investigation is fully ready for copy-paste malware analysis (basic setup is 90% done as "introduction")
	10/3/2023	Ubuntu SIFT VM & Remnux virtual image creation	Create a standard Ubuntu image containing both SIFT VM & Remnux (VM). SIFT VM is a SANS approved forensics analysis package that can be hosted on a Ubuntu host machine. Remnux is an advanced reverse engineering- and malware analysis toolkit.	Golden image Ubuntu SIFT & REMnux	1 days	Ubuntu-Installation-Inst	https://remnux.org/https://www.sans.org/tools/sift-workstation/	
	10/3/2023	Test lab environment setup	Setup the entire lab environment and test a malware + file upload towards the compatible host (Static analysis)	Lab setup validation of working completed	1 days			
Malware analysis								
	10/3/2023	Static analysis of first malware	Provide a first iteration of static analysis on a malware	Evidencing regarding static analysis	1 days			
	17/3/2023	Dynamic analysis of first malware	Provide a first iteration of dynamic analysis on a malware	Evidencing regarding dynamic analysis	1 days			
Powerpoint(s)								
	10/3/2023	Setup first powerpoint iteration	Create a powerpoint for presenting regular users vs advanced users	Basic powerpoint structure	1 days			
?		Basic powerpoint	Advance the powerpoint for basic users (no knowledge)	Basic users PPT	1 days			
?		Advanced powerpoint	Advance the powerpoint for advanced users (knowledge -> more in-depth)	Advanced users PPT	1 days			
Documentation								
	19/5/2023	Virtual image(s) documentation	Provide a simple instruction guide on how to install all required virtual images	Evidencing regarding virtual image creation	1 days			
	19/5/2023	Malware analysis documentation	Provide a thorough documentation about malware analysis	Evidencing regarding malware analysis	3 days			
TM Meetings / requirements								
Each Friday of the week	School required documentation	Fill in and use the required school documentation	Fill in each day (in total 2.7 days = 1h / day x 13 weeks)	2.7 days		TM-Weekly.docx		
See RetroPlanning	Thomas More meetings	Attend / plan TM required meetings	TM meeting @ TM (1h - 2h / meeting = half a day ~)	0.5 days		Teams meetings / calendar		

Legend

Task is deferred, or changed (new owner, for example)

Dark blue color indicates the overarching plan structure

Purple indicates the short term goal / objective

Retroplanning - Capgemini Belgium

This tab provides a global overview of planned activities during the internship.

Here you can find the overview in a simplified planning scheme to determine overlapping elements, for example

Phase	Overarching story	Internship week	Objectives / features	Description / notes	Ownership
Continuous					Week 1Week 2Week 3Week 4Week 5Week 6Week 7Week 8Week 9Week 10Week 11Week 12Week 13
		1 to 13	Weekly status report	Create, edit and share weekly status report (mail)	Intern
Initiation		1 to 3			
Introduction		1	Introduction + guided tour	First day!	Capgemini
		1	Planning sheet	(this document)	Intern
		1	Policies & compliance	Mandatory requirements	Intern
Continuous learning / investigation		1 to 3	INE eCMAP Malware Analysis	Malware course provided by Capgemini	Intern
Powerpoint(s)		2	Basic powerpoint	First presentation iteration (for end-users)	Intern
		3	10-minute presentation meeting @ TM (week 4)	10 minute presentation: present internship company + project plan	Internship Supervisor (Thomas More)
Malware analysis		2	Static analysis of first malware	Provide a first itereration of static analysis on a malware	Intern
		3	Dynamic analysis of first malware	Provide a first iteration of dynamic analysis on a malware	Intern
Lab environment setup		1 to 3	Create virtual images	Windows + Ubuntu host golden images	intern
		2	Test lab environment	Provide malware analysis in LAB environment	intern
Kick-off meeting		2	Kick-off meeting	First meeting @ Capgemini with all involved parties	TM + Capgemini + Intern
		2	Kick-off meeting presentation	Practical arrangements, return moments, project plan, required documents for internship, jury moment information	Internship Supervisor (Thomas More)
Realization		4 to 13			
Continuous learning / investigation		7 to 13	Rehearse INE for certification	Prepaire for certification	intern
		4 to 13	Investigative documentation	Project plan / documentation	Intern
Powerpoint(s)		4 to 7	Advanced powerpoint	First presentation iteration (for advanced-users)	intern
		4 to 7	Extend both advanced + basic powerpoints	Next iteration / finished iteration of PPTs	intern
Lab environment setup		4 to 7	Extensive LAB utilization	Use LAB extensively	intern
		4	Meeting @ TM (Thomas More)	10 minute presentation: present internship company + project plan	Intern
TM Meetings / requirements		6	Work placement mentor + intern meeting	Learning opportunity - intermediate internship evaluation (fill in a couple of required documents together). Must happen BEFORE week 7! Complee this form on the internship portal.	intern + work placement mentor (Capgemini)
		8	Meeting @ TM (Thomas More)	Forward project plan to internship supervisor (TM) + 10 minute presentation with realizations + overview of supported documents for achievements in portfolio (form & content) + work still to be done	Intern
Additional goals / achievements		8 to 13	Investigate other malware types (Android, Unix,...)	Go beyond the original scope - investigate other malware types	intern

Week of: 2/27/2023

Weekly Objectives
Planning is up and running
INE courses starting to see progress
Presentations (both basic + advanced)
Start investigating possibilities (malware analysis)
Don't forget school documentation as well
Policies & compliance!!

ID	To Do Items
✓ 1	Introduction + guided tour + arrangements
✓ 2	Planning sheet
✓ 3	School required documentation
4	Build ISO image(s) Windows host
✓ 5	Policies & compliance
✓ 6	Investigative phase - documentation (templates)
7	INE Chapter 1 & 2
✓ 8	MyConnect - personal information update

Deadlines This Week
Complete planner sheet
Setup school required documentation
Start INE course
Investigative documentation template ready
Policies & compliance - mandatory learnings!

27Monday February			28Tuesday February			01Wednesday March			02Thursday March			03Friday March		
To Do ID		# hours	To Do ID		# hours	To Do ID		# hours	To Do ID		# hours	To Do ID		# hours
100%	1	6	100%	2	3	100%	3	1	100%	3	0.5	100%	3	0.5
50%	2	1	100%	3	1	75%	5	7	100%	5	2.5	50%	4	2
100%	3	1	25%	5	4				100%	6	4.5	100%	6	3.5
									100%	8	0.5	50%	7	2
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Notes
Policies and planning sheet are completely done for this week. Friday -> possibly focus on first presentation iteration + investigative research. Next week start INE courses!!
Don't forget to check the LAB environment laptop (for ISO files) -> Friday!! = DONE. Basic W10 image is ready for malware installations (request feedback from peers regarding W10 vs W11)