

Internship Plan

June- July 2025



“Where your internship paves the way to the career of your dreams”



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1. Course Overview:

The course is designed to enable, train and prepare bunch of interneers being hired for forecasted project. It includes different teams of trainers to ensure the bunch prepared is worthy enough for projects.

Course would be executed in 3 phases. Each phase of two weeks' duration.

Phase 1: Introduction

Phase 2: Foundational Training

Phase 3: Hands-on Training

2. Course Learning Outcomes

After successfully completing this course, attendees will be able to minimum achieve following:

- Align with Kavtech vision and goals
- Knowledge of existing projects
- Technical trainings
- Project Lifecycle
- Real time learning from existing projects

2.1 Organizational Benefits

Successfully completing three phases, Kavtech will have following benefits:

- Experienced and trained employees to manage various projects in the organization
- Productive team members.
- Less chances of failure on execution. projects completed within the time and costs set, while also meeting project objectives
- Projects aligned to organizational objectives, thus resulting in organizational growth and development
- Better intent for project

3. Course Schedule

The Internship is planned for a six weeks' duration. The assignments designed would be to meet the learning objectives established for the course. The high level breakdown of training but not limited to it is as follows:



S.no	Class Topic	Sub-Topics	Knowledge Implementation Assignments
1	Week 1 Introductory Level:	<ul style="list-style-type: none"> • Company Introduction by Operations and Overview • Introduction to basic workflows • Formal Communication and Jira Training • Click up, Communication channels, Team Hierarchy, EPM • Project Management Knowledge Transfer along with HR activities • Team charter of all projects • Technical introduction of all company projects by each lead • Ethics and professional responsibility 	Presentation of progress to Lead & PMO
2	Week 2 & 3 Foundational Training:	<ul style="list-style-type: none"> • Build foundational knowledge and skills • Technical training sessions with team lead and team • Hands-on workshops • Work shadowing team • Access to online courses for self-paced learning • Weekly session with L&D Department • Weekly session with PMO • Knowledge of tools as per team allocated. 	Assignments Tool based
3	Week 4,5 & 6 Hands-on Training:	<ul style="list-style-type: none"> • Training with experts on projects • Code reviews and peer feedback • Weekly session with L&D Department • Receiving feedback and discussing learnings • Reflecting on the internship experience and identifying areas for improvement 	Final presentation to PMO, HR & CTO

4. Trainers:

- PMO
- L&D
- Solution Architects
- Technical Lead