

INTERNSHIP PROGRESS REPORT

SECTION A: INTERNSHIP DETAILS

Programme	Internship Programme
SLA number	MICT/NPVT/Intern/LOI/20172018/00188
Internship NQF Level	Level 5
Report Period (Quarter)	
Employer's Name	Little Pig CC
Date of quarterly report	21 March 2019
Start date	02 May 2018
End date	01 May 2019

Project Manager's Details

Project Manager Full Name	Lulamisa
Project Manager Surname	Kama

Contact Details

Project manager telephone no.	0437262864
Project manager cell	0834601927
e-mail address	lulamisa@littlepig.cc
Company's Physical address	11 William Avenue, Vincent, East London, 5247

SECTION B: INTERNSHIP QUARTER OVERVIEW

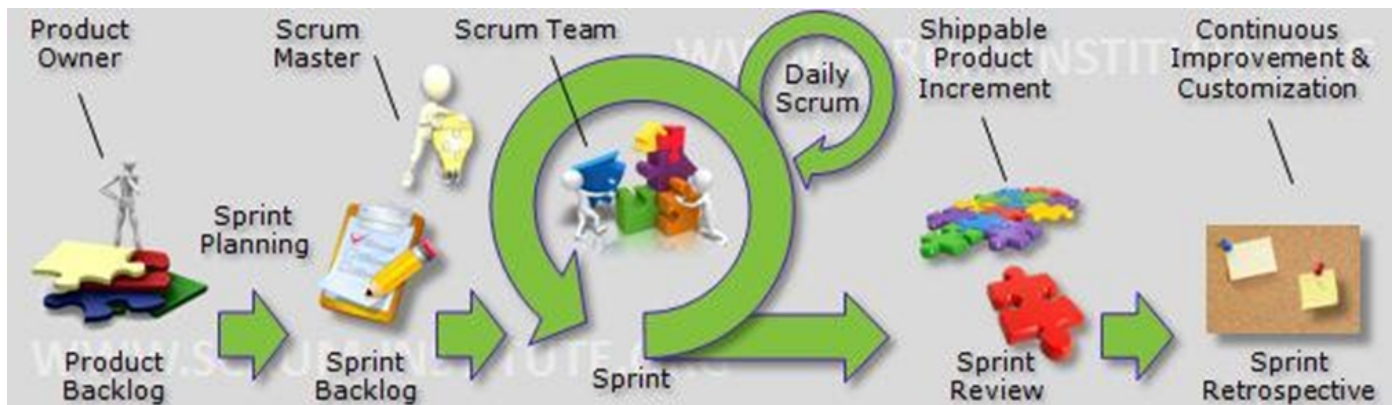
Introduction

This report comprises the fourth and final report for Little Pig CC's internship programme on Contract Number: MICT/NPVT/Intern/LOI/20172018/00188. It reviews the outcomes of assignments that the interns had been working on.

Project Implementation Methodology

The project implementation methodology adopted by Little Pig CC is Scrum. It is a lightweight Agile project management framework that focuses on a collaborative, iterative and incremental approach for the development of a product or service.

Scrum Diagram



The Scrum Framework implements the cornerstones defined by the Agile Manifesto which emphasises the value of:

The Scrum Framework implements the cornerstones defined by the Agile Manifesto which emphasises the value of:

- * Individuals and interactions (communication) over processes and tools
- * Working software over comprehensive documentation
- * Customer collaboration over contract negotiation
- * Responding to change over following a plan

The main components of Scrum Framework are:

- * The three roles: Scrum Product Owner, Scrum Master and the Scrum Team
- * A prioritized Backlog containing the end user requirements
- * Sprints
- * Scrum Events: Sprint Planning Meeting (WHAT-Meeting, HOW-Meeting), Daily Scrum Meeting, Sprint Review Meeting, Sprint Retrospective Meeting.

Important in all Scrum projects are self-organization and communication within the team. In the Scrum Framework the Scrum Product Owner and the Scrum Master share the responsibilities that would otherwise be those of a project manager in a classical sense.

However, in the end, the team decides what and how much they can do in a given Sprint, which

typically is a period of between 2 - 4 weeks. The importance of this is that it maximises release output, while making sure that errors are identified early enough for direction to be modified where deemed necessary.

Another cornerstone of the Scrum Framework is communication. To this effect, Scrum consists of a daily stand-up meeting that is time-boxed to 15 minutes (Daily Scrum). In the meeting, each team member answers the following 3 questions:

1. What they did the day before?
2. What they plan to achieve today?
3. Do they foresee any obstacles?

In the end, the Scrum Framework itself is very simple. It defines only some general guidelines with only a few rules, roles, artifacts and events. However each of these components is important, it serves a specific purpose and is essential for a successful usage of the framework.

Strategic Plan

The programme is in the XXXXX quarter so far it is going well. Of the original intake of 45 interns, XX interns have been employed somewhere else. And a replacement was taken on. All interns are working on various projects as mentioned in the work plan section below.

Evaluating and Monitoring the interns will continue to be a major aspect of Little Pig CC's contribution to their empowerment and preparation for meaningful employment, hopefully internally and definitely externally. The monthly assessments carried out ensure that the work and projects they have been engaged in are effective and of high quality. They also give the company, through mutual feedback, ideas on how to improve things for the current and prospective interns's intake.

Work Placement

Most of our interns are currently placed at different partner companies to broaden their skills and expertise in a different context. They are given different projects to work on and we monitor them every month by doing weekly reports, monthly assessments and we do site visits.

The company, through Little Pig CC Recruitment Agency, is vigorously searching for job opportunities for, and encouraging the remaining interns to apply for those work openings that have been identified. The endeavour is ongoing.

SECTION C: LESSON PLAN TIME SCHEDULE

Activities which are undertaken for workplace learning; when and how these were done in this quarter.

Date [name]	Activity	Learning Outcome	Mentor / Coach	Department	Action Required	Due Date
						By When?
18/02/2019 [Onela Woko]	Creating Reports	Be able to / to do Creating Reports	Siviwe kwatsha	ICT department	Creating Reports	22/02/2019
18/02/2019 [Onela Woko]	Formating Reports and Forms	Be able to / to do Formating Reports and Forms	Siviwe kwatsha	ICT department	Formating Reports and Forms	22/02/2019
18/02/2019 [Onela Woko]	Formating Reports and Forms	Be able to / to do Formating Reports and Forms	Siviwe kwatsha	ICT department	Formating Reports and Forms	22/02/2019
18/02/2019 [Onela Woko]	Test form functionality to ensure it's working correctly	Be able to / to do Test form functionality to ensure it's working correctly	Siviwe kwatsha	ICT department	Test form functionality to ensure it's working correctly	22/02/2019
18/02/2019 [Onela Woko]	Test form functionality to ensure it's working correctly	Be able to / to do Test form functionality to ensure it's working correctly	Siviwe kwatsha	ICT department	Test form functionality to ensure it's working correctly	22/02/2019
18/02/2019 [Onela Woko]	Creating Reports	Be able to / to do Creating Reports	Siviwe kwatsha	ICT department	Creating Reports	22/02/2019
28/01/2019 [Zambia Diko]	registration	Be able to / to do registration	Siviwe kwatsha	ICT department	registration	01/02/2019
31/12/2018 [Zambia Diko]	documentation	Be able to / to do documentation	Siviwe kwatsha	ICT department	documentation	04/01/2019
14/01/2019 [Zambia Diko]	Registration	Be able to / to do Registration	Siviwe kwatsha	ICT department	Registration	18/01/2019
28/01/2019 [Yanga Mkiva]	Registration	Be able to / to do Registration	Siviwe kwatsha	ICT department	Registration	01/02/2019
31/12/2018 [Yanga Mkiva]	Documentation	Be able to / to do Documentation	Siviwe kwatsha	ICT department	Documentation	04/01/2019
07/01/2019 [Yanga Mkiva]	ITS user access modification	Be able to / to do ITS user access modification	Siviwe kwatsha	ICT department	ITS user access modification	11/01/2019
14/01/2019 [Yanga Mkiva]	Registration in East London	Be able to / to do Registration in East London	Siviwe kwatsha	ICT department	Registration in East London	18/01/2019
28/01/2019 [Thulisa Tembani]	fix network point	Be able to / to do fix network point	Siviwe kwatsha	ICT department	fix network point	01/02/2019
28/01/2019 [Thulisa Tembani]	User persona task	Be able to / to do User persona task	Siviwe kwatsha	ICT department	User persona task	01/02/2019
21/01/2019 [Anathi Bili]	checking the cabinets at Bisho Campus	Be able to / to do checking the cabinets at Bisho Campus	Siviwe kwatsha	ICT department	checking the cabinets at Bisho Campus	25/01/2019
21/01/2019 [Anathi Bili]	checked for areas that needs network	Be able to / to do checked for areas that needs network	Siviwe kwatsha	ICT department	checked for areas that needs network	25/01/2019

28/01/2019 [Anathi Bili]	WENT TO THE RESIDENCE TO FIX INTERNET	Be able to / to do WENT TO THE RESIDENCE TO FIX INTERNET	Siviwe kwatsha	ICT department	WENT TO THE RESIDENCE TO FIX INTERNET	01/02/2019
04/02/2019 [Xolani Mbombo]	Orientation	Be able to / to do Orientation	Siviwe kwatsha	ICT department	Orientation	08/02/2019
21/01/2019 [Xolani Mbombo]	Orientation E.L campus and Conference at ICC	Be able to / to do Orientation E.L campus and Conference at ICC	Siviwe kwatsha	ICT department	Orientation E.L campus and Conference at ICC	25/01/2019
18/02/2019 [Xolani Mbombo]	Articles. Photograph. Digital Media	Be able to / to do Articles. Photograph. Digital Media	Siviwe kwatsha	ICT department	Articles. Photograph. Digital Media	22/02/2019
14/01/2019 [Kyler le Roux]	Cisco	Be able to / to do Cisco	Siviwe kwatsha	ICT department	Cisco	18/01/2019
28/01/2019 [Kyler le Roux]	Create a memo for Test	Be able to / to do Create a memo for Test	Siviwe kwatsha	ICT department	Create a memo for Test	01/02/2019
04/02/2019 [Kyler le Roux]	Meetings For The Trello Tutorial Video	Be able to / to do Meetings For The Trello Tutorial Video	Siviwe kwatsha	ICT department	Meetings For The Trello Tutorial Video	08/02/2019
07/01/2019 [Kyler le Roux]	Check Trello boards	Be able to / to do Check Trello boards	Siviwe kwatsha	ICT department	Check Trello boards	11/01/2019
14/01/2019 [Kyler le Roux]	Presentations	Be able to / to do Presentations	Siviwe kwatsha	ICT department	Presentations	18/01/2019
04/02/2019 [Kyler le Roux]	Final Script Adjustments For Trello Tutorial Video	Be able to / to do Final Script Adjustments For Trello Tutorial Video	Siviwe kwatsha	ICT department	Final Script Adjustments For Trello Tutorial Video	08/02/2019
07/01/2019 [Kyler le Roux]	Meeting Minutes	Be able to / to do Meeting Minutes	Siviwe kwatsha	ICT department	Meeting Minutes	11/01/2019
21/01/2019 [Kyler le Roux]	Presentation on Game Development	Be able to / to do Presentation on Game Development	Siviwe kwatsha	ICT department	Presentation on Game Development	25/01/2019
11/02/2019 [Kyler le Roux]	Tutorial Video for Trello (My side)	Be able to / to do Tutorial Video for Trello (My side)	Siviwe kwatsha	ICT department	Tutorial Video for Trello (My side)	15/02/2019
07/01/2019 [Kyler le Roux]	Setting up	Be able to / to do Setting up	Siviwe kwatsha	ICT department	Setting up	11/01/2019
28/01/2019 [Kyler le Roux]	Checking up on Trello at the progression	Be able to / to do Checking up on Trello at the progression	Siviwe kwatsha	ICT department	Checking up on Trello at the progression	01/02/2019
11/02/2019 [Kyler le Roux]	Hard copy of Presentation (Mobile Game Dev)	Be able to / to do Hard copy of Presentation (Mobile Game Dev)	Siviwe kwatsha	ICT department	Hard copy of Presentation (Mobile Game Dev)	15/02/2019
04/02/2019 [Kyler le Roux]	Recording for Trello Tutorial	Be able to / to do Recording for Trello Tutorial	Siviwe kwatsha	ICT department	Recording for Trello Tutorial	08/02/2019
07/01/2019 [Kyler le Roux]	Fortinet	Be able to / to do Fortinet	Siviwe kwatsha	ICT department	Fortinet	11/01/2019

21/01/2019 [Cebokazi Feni]	Write a story on the 1st years Orientation	Be able to / to do Write a story on the 1st years Orientation	Siviwe kwatsha	ICT department	Write a story on the 1st years Orientation	25/01/2019
28/01/2019 [Ntombizanele Tshazibana]	Termination of Account Letter	Be able to / to do Termination of Account Letter	Siviwe kwatsha	ICT department	Termination of Account Letter	01/02/2019
14/01/2019 [Ntombizanele Tshazibana]	ADM Invoice	Be able to / to do ADM Invoice	Siviwe kwatsha	ICT department	ADM Invoice	18/01/2019
21/01/2019 [Ntombizanele Tshazibana]	LPC 2018 Expenditure	Be able to / to do LPC 2018 Expenditure	Siviwe kwatsha	ICT department	LPC 2018 Expenditure	25/01/2019
04/02/2019 [Ntombizanele Tshazibana]	BICT Expense Spreadsheet	Be able to / to do BICT Expense Spreadsheet	Siviwe kwatsha	ICT department	BICT Expense Spreadsheet	08/02/2019
14/01/2019 [Ntombizanele Tshazibana]	Zandile Vanda	Be able to / to do Zandile Vanda	Siviwe kwatsha	ICT department	Zandile Vanda	18/01/2019
28/01/2019 [Ntombizanele Tshazibana]	ADM Consulting Services Invoice	Be able to / to do ADM Consulting Services Invoice	Siviwe kwatsha	ICT department	ADM Consulting Services Invoice	01/02/2019
04/02/2019 [Ntombizanele Tshazibana]	Sentrifugo	Be able to / to do Sentrifugo	Siviwe kwatsha	ICT department	Sentrifugo	08/02/2019
07/01/2019 [Ntombizanele Tshazibana]	BICT Transaction List	Be able to / to do BICT Transaction List	Siviwe kwatsha	ICT department	BICT Transaction List	11/01/2019
28/01/2019 [Ntombizanele Tshazibana]	LPC_BICT_Learne rship Costing Spreadsheet	Be able to / to do LPC_BICT_Learne rship Costing Spreadsheet	Siviwe kwatsha	ICT department	LPC_BICT_Learne rship Costing Spreadsheet	01/02/2019
14/01/2019 [Ntombizanele Tshazibana]	DOT Invoice	Be able to / to do DOT Invoice	Siviwe kwatsha	ICT department	DOT Invoice	18/01/2019
04/02/2019 [Ntombizanele Tshazibana]	Jabu Monthly Rental Spreadsheet	Be able to / to do Jabu Monthly Rental Spreadsheet	Siviwe kwatsha	ICT department	Jabu Monthly Rental Spreadsheet	08/02/2019
07/01/2019 [Ntombizanele Tshazibana]	LPC Transaction List	Be able to / to do LPC Transaction List	Siviwe kwatsha	ICT department	LPC Transaction List	11/01/2019
28/01/2019 [Ntombizanele Tshazibana]	LPC MICT SETA May Interns Invoice	Be able to / to do LPC MICT SETA May Interns Invoice	Siviwe kwatsha	ICT department	LPC MICT SETA May Interns Invoice	01/02/2019
14/01/2019 [Ntombizanele Tshazibana]	System Support Learnership Assessments Spreadsheet	Be able to / to do System Support Learnership Assessments Spreadsheet	Siviwe kwatsha	ICT department	System Support Learnership Assessments Spreadsheet	18/01/2019
21/01/2019 [Ntombizanele Tshazibana]	Presentation	Be able to / to do Presentation	Siviwe kwatsha	ICT department	Presentation	25/01/2019
04/02/2019 [Ntombizanele Tshazibana]	LPC Rework Spreadsheet	Be able to / to do LPC Rework Spreadsheet	Siviwe kwatsha	ICT department	LPC Rework Spreadsheet	08/02/2019

07/01/2019 [Ntombizanele Tshazibana]	LPC Rework Spreadsheet	Be able to / to do LPC Rework Spreadsheet	Siviwe kwatsha	ICT department	LPC Rework Spreadsheet	11/01/2019
28/01/2019 [Ntombizanele Tshazibana]	DOT Auditors Invoice	Be able to / to do DOT Auditors Invoice	Siviwe kwatsha	ICT department	DOT Auditors Invoice	01/02/2019
14/01/2019 [Ntombizanele Tshazibana]	Executex File	Be able to / to do Executex File	Siviwe kwatsha	ICT department	Executex File	18/01/2019
21/01/2019 [Ntombizanele Tshazibana]	January Payroll	Be able to / to do January Payroll	Siviwe kwatsha	ICT department	January Payroll	25/01/2019
04/02/2019 [Ntombizanele Tshazibana]	LPC_BICT Costing Spreasheet	Be able to / to do LPC_BICT Costing Spreasheet	Siviwe kwatsha	ICT department	LPC_BICT Costing Spreasheet	08/02/2019
07/01/2019 [Ntombizanele Tshazibana]	Updated Akuanting Invoices	Be able to / to do Updated Akuanting Invoices	Siviwe kwatsha	ICT department	Updated Akuanting Invoices	11/01/2019
28/01/2019 [Ntombizanele Tshazibana]	BICT MICT SETA May Interns Invoice	Be able to / to do BICT MICT SETA May Interns Invoice	Siviwe kwatsha	ICT department	BICT MICT SETA May Interns Invoice	01/02/2019
14/01/2019 [Ntombizanele Tshazibana]	FNB,Capitec and Discovery Statements File	Be able to / to do FNB,Capitec and Discovery Statements File	Siviwe kwatsha	ICT department	FNB,Capitec and Discovery Statements File	18/01/2019
21/01/2019 [Ntombizanele Tshazibana]	LPC 2018 Turnover	Be able to / to do LPC 2018 Turnover	Siviwe kwatsha	ICT department	LPC 2018 Turnover	25/01/2019
28/01/2019 [Nokuphila Ntozakhe]	Helping students who were writing captst in labs.	Be able to / to do Helping students who were writing captst in labs.	Siviwe kwatsha	ICT department	Helping students who were writing captst in labs.	01/02/2019
28/01/2019 [Nokuphila Ntozakhe]	Connecting new printers	Be able to / to do Connecting new printers	Siviwe kwatsha	ICT department	Connecting new printers	01/02/2019
28/01/2019 [Nokuphila Ntozakhe]	Registration	Be able to / to do Registration	Siviwe kwatsha	ICT department	Registration	01/02/2019
28/01/2019 [Nokuphila Ntozakhe]	Cleaning RAM	Be able to / to do Cleaning RAM	Siviwe kwatsha	ICT department	Cleaning RAM	01/02/2019
28/01/2019 [Nokuphila Ntozakhe]	connecting printers	Be able to / to do connecting printers	Siviwe kwatsha	ICT department	connecting printers	01/02/2019
18/02/2019 [Yonela Thungana]	Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	Be able to / to do Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	Siviwe kwatsha	ICT department	Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	22/02/2019
11/02/2019 [Yonela Thungana]	Attended GIS training	Be able to / to do Attended GIS training	Siviwe kwatsha	ICT department	Attended GIS training	15/02/2019

18/02/2019 [Yonela Thungana]	Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	Be able to / to do Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	Siviwe kwatsha	ICT department	Verifying excel data of boreholes in ADM so that we can see the duplicates and create one final document	22/02/2019
11/02/2019 [Yonela Thungana]	Attended GIS training	Be able to / to do Attended GIS training	Siviwe kwatsha	ICT department	Attended GIS training	15/02/2019

