

INTERNSHIP WORK PLAN

Week 1: February 3 – February 7 Total rendered hours: 40 hours

Proposed Activities	<ul style="list-style-type: none"> • Orientation and Onboarding • Learning Goals and Project Plans 	
Goal(s)	<ul style="list-style-type: none"> • Become familiar with the office and staff • Understand company mission, vision, & values • Get access to administrative and computer systems • Develop overarching learning goals for the internship and define project plan scope • Train on company protocols and understand how to accomplish tasks for projects 	
Task(s)	Trainer/Job Title	Timeline
• Participate in an office tour, or virtual, and introduce self to company staff		2 hours
• Attend a company ‘meet and greet,’ or an online group meeting for remote interns		2 hours
• Meeting with supervisor to discuss company mission, vision, & values and how the internship fits in		3 hours
• Meeting with HR to go over administrative systems		2 hours
• Meeting with supervisor to finalize learning agreement and work plan		4 hours
• Create a draft of the work product related to the first intern project		27 hours

Week 2: February 10 – February 14 Total rendered hours: 40 hours

Proposed Activities	<ul style="list-style-type: none"> • Data Gathering for system requirements • Develop prototypes for the user interface 	
Goal(s)	<ul style="list-style-type: none"> • Conduct data gathering in the Sangguniang Bayan Office for system requirements • Define scope, features, and system architecture of the proposed system • Create prototype for the user interface 	
Task(s)	Trainer/Job Title	Timeline
• Conduct interviews with stakeholders to understand current workflows		4 hours
• Analyze gathered data and draft system requirements		8 hours
• Define scope, features, and design system architecture		5 hours
• Create initial user interface prototypes (wireframes and mockups)		21 hours
• Review prototypes with supervisor and gather feedback		2 hours

Week 3: February 17 – February 21 Total rendered hours: 40 hours

Proposed Activities	<ul style="list-style-type: none"> • Design Database Schema • Develop System Architecture 	
Goal(s)	<ul style="list-style-type: none"> • Define database schema and relationships • Create front-end and back-end structures 	
Task(s)	Trainer/Job Title	Timeline
• Design database schema and define relationships		15 hours
• Develop system architecture, including front-end and back-end structure		25 hours

Week 4: February 24 – February 28 Total rendered hours: 32 hours

Proposed Activities	<ul style="list-style-type: none"> • Front-end and back-end development • Database development 	
Goal(s)	<ul style="list-style-type: none"> • Implement responsive user interfaces and dynamic components • Create front-end and back-end structures 	
Task(s)	Trainer/Job Title	Timeline
• Implement responsive user interfaces		6 hours
• Develop front-end and back-end structure		26 hours

Week 5: March 3 – March 7 Total rendered hours: 40 hours

Proposed Activities	<ul style="list-style-type: none"> Front-end and back-end development Database development 		
Goal(s)	<ul style="list-style-type: none"> Implement responsive user interfaces and dynamic components Create front-end and back-end structures 		
Task(s)	Trainer/Job Title	Timeline	
• Implement responsive user interfaces		10 hours	
• Develop front-end and back-end structure		30 hours	

Week 6: March 10 – March 14 Total rendered hours: 40 hours

Proposed Activities	<ul style="list-style-type: none"> Front-end and back-end development Database development 		
Goal(s)	<ul style="list-style-type: none"> Implement responsive user interfaces and dynamic components Create front-end and back-end structures 		
Task(s)	Trainer/Job Title	Timeline	
• Implement responsive user interfaces		10 hours	
• Troubleshooting and debugging of system		10 hours	
• Develop front-end and back-end structure		20 hours	

Week 7: March 17 – March 21 Total rendered hours: 40 hours

Proposed Activities	<ul style="list-style-type: none"> Front-end and back-end development Database development 		
Goal(s)	<ul style="list-style-type: none"> Implement responsive user interfaces and dynamic components Create front-end and back-end structures 		
Task(s)	Trainer/Job Title	Timeline	
• Implement responsive user interfaces		10 hours	
• Troubleshooting and debugging of system		10 hours	
• Develop front-end and back-end structure		20 hours	

Week 8: March 24 – March 28 Total rendered hours: 40 hours

Proposed Activities	<ul style="list-style-type: none"> Front-end and back-end development Database development 		
Goal(s)	<ul style="list-style-type: none"> Implement responsive user interfaces and dynamic components Create front-end and back-end structures 		
Task(s)	Trainer/Job Title	Timeline	
• Implement responsive user interfaces		10 hours	
• Troubleshooting and debugging of system		10 hours	
• Develop front-end and back-end structure		20 hours	

Week 9: March 31 – April 4 Total rendered hours: 32 hours

Proposed Activities	<ul style="list-style-type: none"> Front-end and back-end development Database development 		
Goal(s)	<ul style="list-style-type: none"> Implement responsive user interfaces and dynamic components Create front-end and back-end structures 		
Task(s)	Trainer/Job Title	Timeline	
• Implement database and optimize queries		8 hours	
• Implement responsive user interfaces		4 hours	
• Develop front-end and back-end structure		20 hours	

Week 10: April 7 – April 11 Total rendered hours: 32 hours

Proposed Activities	<ul style="list-style-type: none"> Front-end and back-end development Database development 	
Goal(s)	<ul style="list-style-type: none"> Implement responsive user interfaces and dynamic components Create front-end and back-end structures 	
Task(s)	Trainer/Job Title	Timeline
• Implement database and optimize queries		8 hours
• Implement responsive user interfaces		4 hours
• Develop front-end and back-end structure		20 hours

Week 11: April 14 – April 16 Total rendered hours: 20 hours

Proposed Activities	<ul style="list-style-type: none"> Front-end and back-end development Database development 	
Goal(s)	<ul style="list-style-type: none"> Implement responsive user interfaces and dynamic components Create front-end and back-end structures 	
Task(s)	Trainer/Job Title	Timeline
• Implement database and optimize queries		5 hours
• Implement responsive user interfaces		2 hours
• Develop front-end and back-end structure		13 hours

Week 12: April 21 – April 25 Total rendered hours: 40 hours

Proposed Activities	<ul style="list-style-type: none"> Front-end and back-end development Database development 	
Goal(s)	<ul style="list-style-type: none"> Implement responsive user interfaces and dynamic components Create front-end and back-end structures 	
Task(s)	Trainer/Job Title	Timeline
• Implement database and optimize queries		10 hours
• Implement responsive user interfaces		5 hours
• Develop front-end and back-end structure		25 hours

Week 13: April 28 – May 2 Total rendered hours: 32 hours

Proposed Activities	<ul style="list-style-type: none"> User Testing System Evaluation 	
Goal(s)	<ul style="list-style-type: none"> Conduct user testing and training Assist user inquiries about the system 	
Task(s)	Trainer/Job Title	Timeline
• Demonstrate the system to the users		4 hours
• Scanning of documents and data entry		4 hours
• Assist users on system flow		4 hours
• Review user feedback and analyze findings		6 hours
• Implement recommendations to improve the system		14 hours

Week 14: May 5 – May 9 Total rendered hours: 40 hours

Proposed Activities	<ul style="list-style-type: none"> Final presentation of the system Turnover of the system 	
Goal(s)	<ul style="list-style-type: none"> Provide detailed instructions on how to use the system Assist user inquiries about the system 	
Task(s)	Trainer/Job Title	Timeline
• Compilation of documents		10 hours
• Create a detailed user manual		10 hours
• Officially hand over the system to the stakeholders, including all relevant documentation and access credentials.		20 hours

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