

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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