**ATTACHMENT 1. WORK PLAN**

Name of Student: Del Rosario Eljohn Tristan C.

Student No: 2021200251

Program/Course: Bachelor of Science in Information Technology

College: College of Information Technology

**Timeline of Activities**

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| Activity | Estimated Duration | Estimated Date of Conduct | No. of hours/day | Frequency/week | Facilities/Room/Lab to be used |
| Orientation | 8:00 am – 10:00 am | January 27 -31, 2025 | 2 hours | Week 1 | Conference Room |
| Briefing , Reminders | 10:00 am – 11:00 am | January 27 -31, 2025 | 1 hour | Week 1 | Conference Room |
| Team Assignment | 11:00 am – 12:00 pm | January 27 -31, 2025 | 1 hour | Week 1 | Conference Room |
| Lunch | 12:00 pm – 1:00 pm | January 27 -31, 2025 | 1 hour | Week 1 | Pantry |
| Team Introduction | 1:00 pm – 2:00 pm | January 27 -31, 2025 | 1 hour | Week 1 | Work Station |
| Task Discussion | 2:00 am – 3:00 pm | January 27 -31, 2025 | 3 hours | Week 1 | Conference Room |
| Call Flow Orientation | 3:00 pm – 4:00 pm | January 27 -31, 2025 | 1 hour | Week 1 | Conference Room |
| Product Discussion | 4:00 pm –5:00 pm | January 27 -31, 2025 | 1 hour | Week 1 | Work Station |
| Self – Development Training | 8:00 am – 10:00 am | February 3 – May 1, 2025 | 2 hours | Week 2 – 6 | Conference Room |
| Ocular Visitation Discussion | 10:00 pm – 12:00 pm | February 3 – May 1, 2025 | 2 hours | Week 2 | Training Room |
| Lunch | 12:00 pm – 1:00 pm | February 3 – May 1, 2025 | 1 hour | Week 2 – 6 | Pantry |
| Product Enablement | 8:00 am – 5:00 pm | February 3 – May 1, 2025 | Maximum of 8 Hours per day | Week 2 – 6 | Conference Room |
| Technical Troubleshooting | 8:00 am – 5:00 pm | February 3 – May 1, 2025 | Maximum of 8 Hours per day | Week 2 – 6 | Training Room |
| Technical Training | 8:00 am – 5:00 pm | February 3 – May 1, 2025 | Maximum of 8 Hours per day | Week 2 – 6 | Training Room |
| Seminars & Webinars | 8:00 am – 5:00 pm | February 3 – May 1, 2025 | Maximum of 8 Hours per day | Week 2 – 6 | Conference Room |
| Hands-On Training | 8:00 am – 5:00 pm | February 3 – May 1, 2025 | Maximum of 8 Hours per day | Week 2 – 6 | Training Room |
| Client Assistance | 8:00 am – 5:00 pm | February 3 – May 1, 2025 | Maximum of 8 Hours per day | Week 2 – 6 | Work Station |
| Installation Assistance | 8:00 am – 5:00 pm | February 3 – May 1, 2025 | Maximum of 8 Hours per day | Week 2 – 6 | Work Station |
| Graduation | 8:00 am – 5:00 pm | May 2, 2025 | Maximum of 8 Hours per day | Week 6 | Conference Room |

**ELJOHN TRISTAN C. DEL ROSARIO**

Student

**Approved by:**

**MS. GRAZEL ANNE SORIANO**

Intern Supervisor