FACULTY OF COMPUTING

Form I – 3A

INTERN'S DAILY DIARY

(To be filled by the Intern- Please ensure to upload duly filled set of forms at end of four weeks to the provided folder)

Intern's Information

Intern's Name	Hettiarachchige Heidi Erin Kumari Hettiarachchi	Student ID	IT22323248

Internship Information

Internship Title	Project Management	Specialisation	Information Technology

Supervisor Name	Rajindu Rupasinghe

Training Information For the Week (to be filled by the intern)	
DATE	**DETAILS AND NOTES OF WORK CARRIED OUT, PROBLEMS ENCOUNTERED AND HOW SOLVED ETC., SKETCHES AND DIMENSIONS TO BE GIVEN WHEREVER POSSIBLE.**
3rd February 2025	- Completing HR documentation work. - Induction Program - Office Tour - Onboarding IT introduction sessions - Introduction to HRBP and immediate supervisor.
4th February 2025	Holiday

5th February 2025	- Recommended to do the LinkedIn course to polish my skills by my supervisor: **Project Management Foundation** - Completed the course.
6th February 2025	Reviewed the Aurora website, an ADL website that stores the needed templates and other information to help with the process.
7th February 2025	Reviewing the courses and the ADL progress Nexus

SUPERVISOR COMMENTS FOR THE WEEK

Supervisor's Signature		**Date**	Click here to enter a date.