

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.
24th February 2025	<ul style="list-style-type: none"> Discussed and clarified with the supervisor regarding the contents in the Scrum Books.
25th February 2025	<ul style="list-style-type: none"> Cloud and PM CEG Session with Bindu Rathnayake: I had a session that covered cloud account management, security protocols, project closure processes, and budgeting guidelines for POCs.

26th February 2025	<ul style="list-style-type: none"> CEG - Project Management - Agile Framework/Jira with Suharshani Wickamasinghe: I learnt about JIRA time tracking and validation cycle, and the different types of charts and reports provided by JIRA.
27th February 2025	<ul style="list-style-type: none"> Reviewing the given resources by ADL JIRA.
28th February 2025	<ul style="list-style-type: none"> Reviewing the overall contents from the sessions conducted by Rangika Perera and Suharshani Wickramasinghe.

SUPERVISOR COMMENTS FOR THE WEEK

**Supervisor's
Signature**

Date

Click here to enter a date.