

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.
17th February 2025	<ul style="list-style-type: none"> Reviewing the 3 books given.
18th February 2025	<ul style="list-style-type: none"> CEG - Project Management - Agile Framework/Jira - Session 01 with Suharshani Wickramasinghe Learnt about the PM tools and the theory of JIRA.

19th February 2025	<ul style="list-style-type: none">PM Induction/Upskilling Session with Rangika Perera
20th February 2025	<ul style="list-style-type: none">Reviewing the Progress Nexus of ADL.
21 st February 2025	<ul style="list-style-type: none">CEG - Project Management - Agile Framework/Jira with Suharshani Wickramasinghe.Learnt in detail about JIRA features, terminologies and calculations needed for a PM.

SUPERVISOR COMMENTS FOR THE WEEK

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**Supervisor's
Signature**

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Date

Click here to enter a date.

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