

## 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.
10 <sup>th</sup> February 2025	<ul style="list-style-type: none"> <li>Reviewing Aurora's template and artifacts of Project Management (PM)</li> </ul>
11 <sup>th</sup> February 2025	<ul style="list-style-type: none"> <li>Attended the CEG Orientation Programme - Project Management, hosted by Rangika Perera.</li> <li>Learnt about the PM objectives, tools and techniques. Additionally, to ADL procedures on project process.</li> <li>Met with my Practice Head and the other staff in PM.</li> </ul>

12th February 2025	<ul style="list-style-type: none"> <li>Reviewed the contents from the previous Orientation Program.</li> </ul>
13 <sup>th</sup> February 2025	<ul style="list-style-type: none"> <li>Attended the PM Induction - PM Quick Guide Session 2 (conducted by Rangika Perera)</li> <li>Discussed about the Project Execution methods, RAID, Project completion calculations, Project milestones and Project closure.</li> <li>Met my supervisor, Rajindu, and discussed about any needed clarifications and the projects.</li> </ul>
14 <sup>th</sup> February 2025	<ul style="list-style-type: none"> <li>I was provided with 3 Scrum books to read to enrich my Agile and Scrum knowledge by my supervisor.                             <ol style="list-style-type: none"> <li>Scrum guide</li> <li>Manifesto for Agile Software Development</li> <li>SA Book</li> </ol> </li> </ul>

## SUPERVISOR COMMENTS FOR THE WEEK

**Supervisor's  
Signature**

**Date**

[Click here to enter a date.](#)