

Ronit Tonknogy VC1C

ronit324@gmail.com

Project Title: Project Management Internship

Time logs 2/20/2024 to 3/4/2024

30 hours accumulated in this period

Date	Duration	Type	Description of completed work	Challenges/ next steps
2/20/24	6 hours	Internship work	Working on incoming tickets, creating reports	
2/23/24	5 hours	Internship work	Handling incoming tasks from management and gathering required documentation for stakeholders.	
2/27/24	6 hours	Internship work	Handling incoming tasks from management and gathering required documentation for stakeholders.	
2/29/24	6 hours	Internship work	Conducting tests for new features and sanity tests.	
3/1/24	5 hours	Internship work	Conducting tests for new features and sanity tests, handling support requests	
3/1/24	2 hours	Recording Demo+ preparing time logs	Planned and recorded the demo, and edited time logs.	

Reflection

What were your main goals in this time period? What were the main challenges during this phase?

My goals were to finish my internship incoming tasks on time. The challenges were the time constraints.

Were you able to meet the challenge, if so, what helped? If not, what could help?

I was able to meet all the deadlines and provide a high-quality solution, setting small goals and planning ahead was very helpful.