Ronit Tonknogy VC1C

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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 | Working on system maintenance, creating reports |  |
| 3/1/24 | 5 hours | Internship work | Working on system maintenance, handling support requests |  |
| 3/2/24 | 2 hours | Recording Demo+ preparing time logs | Planned and recorded 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? It 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.