On-the-Job Training Plan

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Program:	BSIT 4-1	Name of Supervisor:	Carmela Garcia
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Training Period:	April 04, 2022 – July 08, 2022	Required No. of Hours:	500

Covered Period	Area / Topic	Specific Tasks	Expected Output	No. of Hours Spent
April 4-15, 2022	Coaching/Monitoring Familiarization	• Daily Progress Meeting • Study necessary frameworks and languages • Do a mini project as hands-on practice • Explore and study the system's programming environment	• Finished mini project	80
April 18-July 01, 2022	Project and tasks assignment	• Daily SCRUM Meeting • Build all the requested new functions or pages for the company's online EMS 　- Build new pages with basic CRUD functions 　- Image Upload and file handling 　- User Roles and Permission Management 　- Table display with Drag and Drop Functions 　- Data Exporting 　- Data Filtering	• Completed and usable functions	416

		- Auto-generated Email Sending Function - Regularly commit changes to the project repository and keep the local repository updated - Present all current progress to the team		
July 04-08, 2022	Testing of functions built Preparation for deployment	- Test all functions for existing errors - Fix all bugs and make improvements according to QA suggestions - Finalize all pending tasks and commit last changes to the project repository - Communicate all necessary prerequisites for the new functions, if there's any, to the other developers	All tasks done and ready to be deployed on the live website	40

Noted by:

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               OJT Adviser   OJT Partner Supervisor