**DEPT. OF MATHEMATICS - MA2555\_CB WORK PLACEMENT MODULE**

**EVIDENCE LOG**

**Student name and number:**   **Company:**

Your evidence log is like a diary that you must keep for the duration of your placement. It is important that begin to complete it as soon as you begin your placement.

When describing the event, it should *clearly* describe any **NEW** activity you did and/or any **NEW** skills you applied and learnt. Examples could include attending meetings, being part of a project group, learning to write a programming code, producing reports, organising the staff Christmas party etc.

You must give details of how the event supported the Learning Outcomes of the module (see Student Handbook). For example, being part of a project group (applies to LO 5), you may have to arrange meetings (applies to LO 2 & 3), you may have to produce data (applies to LO 1, 4 & 6), etc.

Once your objectives have been set, you can then complete (and back-date) this column.

Please see a more detailed example of how to complete the evidence log in MA2555 on Blackboard.

We advise that you write in your log *every* time you learn/do something new and it is important that you to give **as much detail as possible**, as this should help you to achieve a good mark in the graded assessments.

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| **REF NO.** | **DATE** | **EVENT** | **LEARNING OUTCOMES (LO’s)** | | **OBJECTIVES**  (please note that this column cannot be completed until your objectives have been set) | |
|  |  | (Describe what activity took place. **This MUST have a verifying signature from your line manager**) | (How does it support your LO’s) | Applicable  LO no. | (How does it support your objectives) | Applicable  obj.  no. |
|  | 09/07 | First day at work, spent some time with members of my team, understanding the key focus of our roles and what EU IT Business Management does |  |  |  |  |
|  | 12/07 | Started shadowing the intern who I was replacing – going through my role and what was expected of me. |  |  |  |  |
|  | 16/07 | Began understanding the process of generating Purchase Orders, and how to reconcile Invoices and invoice data to ensure we are getting maximum value of our spend. |  |  |  |  |
|  | 18/07 | Arranged for some time to meet the IT directors so I could introduce myself and familiarise myself with the different IT teams. |  |  |  |  |
|  | 23/07 | Used some time to become familiar with Excel functions that I would go on to use to manipulate invoice backing data ensuring accuracy. This would be functions such as PivotTables, VLOOKUP, If and Sum formulas, formatting etc.. |  |  |  |  |
|  | 01 /08 | Met with the Accounting and Accounts Payable teams |  |  |  |  |
|  | 03/08 | Invoice processing and purchase order generation responsibilities were passed onto me while the intern I was replacing was there to supervise me. |  |  |  |  |
|  | 10/08 | Arrange for some time to shadow the Accounts Payable team, and for a member of their team to shadow me. |  |  |  |  |
|  | 14/08 | Raised my first set of investigations into IT invoice misbilling with the Vendor |  |  |  |  |
|  | 17/08 | Responsibility of managing the IT Prepaid Account was passed onto me. |  |  |  |  |
|  | 20/08 | Sat down with the statements team and learnt some accounting policies so when coding invoices they follow the Chart of Accounts. |  |  |  |  |
|  | 24/08 | Took charge of managing the expense allocation of our largest project to date “Launchpad”. |  |  |  |  |
|  | 31/08 | Created a new Invoice tracker and Recurring Schedule using MS Excel for Fiscal Yr 19 |  |  |  |  |
|  | 04/09 | Brought onto calls weekly review calls with Vendor to ensure billings were correct and on track and to raise and solve any outstanding queries. |  |  |  |  |
|  | 10/09 | Raised queries with US team about why invoices raised in the US and not with us were being raised |  |  |  |  |
|  | 18/09 | Trained an Accounts Payable colleague on how to process Launchpad invoices and manage the expenses related to the project. |  |  |  |  |
|  | 26/09 | Joined an internal team discussion on trying to check compensation eligibility from Vendor for misbilling for the past 7+ years. |  |  |  |  |
|  | 01/10 | Responsbility of preparing monthly IT accruals was passed onto me going forward It also became my responsibility to check these were being posted to the correct account by our statement team. |  |  |  |  |
|  | 05/10 | Raised queries with our US team as to why we were receiving repair costs for Launchpad payment devices from a different vendor, as we had no way allocating these costs. Managed to work with Vendor to get some reporting to help allocate the cost. |  |  |  |  |
|  | 10/10 | Set up a team meeting to discuss how to set up a process so the US team can send us reports with costs we should be expecting to receive. |  |  |  |  |
|  | 19/10 | Raised an issue with BT for us being charged for a bunch of lines we had ceased. |  |  |  |  |
|  | 24/10 | Began processing reclasses for our regional groups for their internet/phone connection lines which should be IT costs. |  |  |  |  |
|  | 01/11 | Updated the recurring schedule and Invoice tracker with new recurring charges expected going forward. |  |  |  |  |
|  | 08/11 | Started working with the statement team to reconcile the IT Prepaid Schedule as our value and theirs differed. |  |  |  |  |
|  | 12/11 | Attending first IT Department Meeting, was able to use this time to analyse how presentations were delivered and improve my presentation skills. |  |  |  |  |
|  | 16/11 | Given the responsibility of managing company mobile costs – this involved chasing up users incurring high/unnecessary costs and taking appropriate action to ensure costs were being minimised. |  |  |  |  |
|  | 22/11 | Met with our supply chain management to talk about the risks surrounding Brexit with our Global Vendors and to raise any concerns we have and how we could tackle them. |  |  |  |  |
|  | 22/11 | Sat with my manager and began going through IT income statement analysis. |  |  |  |  |
|  | 04/12 | Sat with AP team to look at an more efficient/streamline process of my team passing approved for payment invoices over and their allocations– concluded I would create a code that converts information from my invoice tracker into AP teams payment template. |  |  |  |  |
|  | 10-14/12 | Booked some time with a colleague in the Business Analyst team, to improve my excel and VBA skills. |  |  |  |  |
|  | 13/12 | Started internal discussions as to whether we should move to a different vendor for providing a service across the UK. |  |  |  |  |
|  | 16/12 | Started working with internal and external teams to reconcile our Launchpad inventory and once done to communicate to the relevant group what inventory levels they had so they could account for them correctly. |  |  |  |  |
|  | 03/01 | Sat with Product and Product managers to discuss and verify if we are expecting invoice for purchase orders they had raised some time back, |  |  |  |  |
|  | 09/01 | Provided feedback on IT Vendor Spend for the previous Fiscal Year. |  |  |  |  |
|  | 15/01 | Sat with my supervisor to walk through our financial statements and all journals by account to help see the bigger picture and analyse our spend against our forecasting. |  |  |  |  |
|  | 24/01 | Sent out communication to the European Corporate Business Management teams for Bulk Buys they would be expecting for Launchpad project and how they would need to account for them. |  |  |  |  |
|  | 24/01 | Set up a meeting with the team internally to review the risks Brexit posed on some of the in-use contracts |  |  |  |  |
|  | 01/02 | Provided recommendations to our US solutions team on our requirements for a automated Purchase Order process. |  |  |  |  |
|  | 05/02 | Sat with my team and proposed what we would need to charge to Branches for when a Launchpad tablet goes beyond economical repair (BER). |  |  |  |  |
|  | 07/02 | Was briefed by HR about the intern project that we would need to do based on one of our Founding Values with my intern team. |  |  |  |  |
|  | 12/02 | After sitting with the AVP of Business Management, sent out a communication to in-country accounting teams for costs they should be expecting internally to be charged to their respective branches for BER devices. |  |  |  |  |
|  | 14/02 | Followed up with our Accounting team to review how month end went and to suggest any improvements we would need from them to make the process for us smoother – vice versa. |  |  |  |  |
|  | 15/02 | Prepared and shared with the IT and Business Managements AVP’s the best practice policies for company mobile users to adhere to. |  |  |  |  |
|  | 25/02 | Created a project plan to be submitted to HR for the intern project based on our value. |  |  |  |  |
|  | 01/03 | Began preparing Journal Entries for IT Accruals and Expenses from our Prepaid accounts after meeting with the Statements team for more ownership to be on me for what goes expenses IT take. |  |  |  |  |
|  | 04/03 | As we were seeing double entries in Journal entries sat with the Accounting and Accounts Payable teams to see where I would stop sending over batches for payment and at what deadlines I would need to adhere to avoid any delays. |  |  |  |  |
|  | 06/03 | Met with internal IT and Legal teams to review our Launchpad contracts for which renewal was approaching, and provided amendments and took ownership of recommending the deliverables we would require from the vendor to be outlined in the contract. |  |  |  |  |
|  | 14/03 | Took on a new project working on a code for our Travel & Expenses tracker. |  |  |  |  |
|  | 20/03 | Prepared a manual of how each country should manage their Launchpad inventory and what accounting they would need to do for different circumstances. |  |  |  |  |
|  | 25/03 | Presented a story board to my intern group on what our presentation could be on. |  |  |  |  |
|  | 28/03 | Worked with Accounting team to set a workflow process on how to manage the descriptions in the Journal Entries so they would appear in alignment with our US team. |  |  |  |  |
|  | 02/04 | Filmed scenes of our Intern project at a Branch and some of the scenes at a train station. |  |  |  |  |
|  | 03/04 | Assisted my manager in a creating a new Job Description for my role as a IT Business Management intern. |  |  |  |  |
|  | 11/04 | Helped alleviate some concerns the country accounting teams had about Launchpad project. |  |  |  |  |
|  | 18/04 | Began assisting in Forecasting for contractors and recurring charges for the next Fiscal Year. |  |  |  |  |
|  | 23/04 | Provided recommendations on what billing reporting, tools and service levels we would need from Vendor A if they were going to take over the business we have with Vendor B. |  |  |  |  |
|  | 07/05 | Arranged for some filming of colleague testimonials based on “Great things that have happened when we have listened to our employees” |  |  |  |  |
|  | 16/05 | Intern project dress rehearsal with HR |  |  |  |  |
|  | 20/05 | Process set in motion between IT, HR and IT Business Management for contractor onboarding in order for IT Business Management to be aware of expenses they should expect and hence they could accrue for them accurately. |  |  |  |  |
|  | 27/05 | Created a process flow to manage our contractors to ensure we account for their costs accrurately. |  |  |  |  |
|  | 28/05 | Worked with Business Management to ensure our general ledger descriptions were consistent and aligned with the US team. To match costs against forecast. |  |  |  |  |
|  | 11/06 | Brunel University Presentation |  |  |  |  |
|  | 14/06 | Walked through the new Purchase order processs |  |  |  |  |
|  | 19/06 | Final preparation of Launchpad Inventory & Accounting for European Business Management teams. |  |  |  |  |
|  | 20/06-27/06 | Delivered presentations of Launchpad Inventory & Accounting for European Business Management teams. |  |  |  |  |
|  | 24/06 | Began conducting Financial Analysis of Spain IT team for May |  |  |  |  |
|  | 01/07 | Began conducting Financial Analysis of France IT team for May |  |  |  |  |
|  | 02/07 | Presented to my team, highlighting focus of my team, my role and where I added value. |  |  |  |  |
|  |  |  |  |  |  |  |
|  | 05/07 | Created and updated a new training manual for my replacement to guide him through the work I do every month. |  |  |  |  |
|  | 08/07 | Planned out how I to train my replacement so they have adequate knowledge to succeed in the role before I go. |  |  |  |  |
|  | 08/07-12/07 | Trained replacement on how to manage the purchase order and invoice payment process. |  |  |  |  |
|  | 10/07 | Delivered a presentation to my replacement on the team, my role and where I added value. |  |  |  |  |
|  | 11/07 | Prepared the Financial Analysis report for France and Spain IT teams for May & June |  |  |  |  |
|  | 15/07- 19/07 | Trained replacement on monthly mobile reporting and cost cutting measures associated with it. Trained my replacement to manage our contractors |  |  |  |  |
|  | 17/07 | Prepared Financial Analysis report for the two German IT teams for May & June. |  |  |  |  |
|  | 22/07-26/07 | Began supervising my replacement and going over what we had been doing the prior weeks to ensure he was comfortable performing tasks. |  |  |  |  |
|  | 22/07-26/07 | Met with senior management of IT teams to present Financial Analysis reports and for them to address any queries and anomalies. |  |  |  |  |
|  | 29/07-02/08 | Trained replacement and worked on our month end financial duties including preparing accruals, managing our prepaid account and preparing reclasses as well as managing ad-hoc tasks. |  |  |  |  |
|  | 01/08 | Reported the Financial Analysis for European IT teams to VP of IT |  |  |  |  |
|  | 05/0809/08 | Final handover week, working with replacement so he is confident he can succeed in the role and addressing any concerns he may have. |  |  |  |  |
|  | 07/08-08/08 | Reviewed our General Ledger with replacement ensuring costs (invoices, accruals, prepaid expenses and reclasses) have been expensed to the correct accounts and departments. |  |  |  |  |