

MONTHLY PROGRESS REPORT

Date: 21/01/2026

1. INTERN DETAILS

Intern's Full Name:	Takalani Masubi
Programme	Work Integrated Learning
Employer's Name	Ndiwanga Business Consulting
Reporting Period	Month

2. EMPLOYER & HOST COMPANY DETAILS

Employer's Name	Ndiwanga Business Consulting
Host Company Name	Vhutambo
Department/Division	Information Technology
Mentor Contact Details	Mr. Ntsieni Mbulungeni
Mentor Contact number	0716466011

3. SUMMARY OF THE MONTH'S ACTIVITIES

Overall focus/key themes for the month:
Overall focus/key themes for the month: This month was dedicated to finalising system testing for the crèche website and transitioning into stakeholder onboarding. Key themes included debugging URL routing, verifying admission logic through PHPUnit testing, and conducting field visits to local crèches to gather requirements and propose special holiday services.





4. DETAILED ACTIVITIES AND PROJECTS

List the main tasks, projects, or responsibilities undertaken during this reporting month.

- For each, describe:
 - Task/Project Description: What was it?
 - Your Role & Responsibilities: What specifically did you do?
 - Skills Applied/Developed: Which skills (technical, soft, theoretical knowledge) did you use or learn?
 - Progress/Status: What was achieved? (e.g., "Completed initial research," "Drafted social media calendar," "Assisted with client presentation")
 - Challenges Faced & Solutions: Any difficulties encountered and how they were addressed.

Date Range/ Week	Task Description	Your Role & Responsibilities	Skills Applied/Developed	Progress/Status	Challenges & Solutions
Week 1 17 - 19 Dec	System Optimization & Debugging	Fixed "404 Not Found" errors and corrected "N/A" data display issues in the Headmaster Dashboard	PHP, Troubleshooting, Routing logic.	Completed: Dashboard optimized and URL paths fixed.	Large datasets; used filters for better data visibility.



Week 2 22 - 24 Dec	Backend Logic Validation	Conducted final end-to-end testing and ran PHPUnit tests for the Login and Admission features.	PHPUnit, Automated testing, Data integrity	Completed: System tests confirmed "passing" status.	Ensuring JSON file integrity; resolved through validation scripts.
Week 3 05 - 09 Jan	Outreach Strategy Planning	Participated in sessions to clarify crèche outreach scope and objectives.	Business Analysis, Strategic Planning.	Completed: Task scope and visit objectives finalized.	Identifying target crèches; coordinated with PM for list.
Week 3 12 - 16 Jan	Onboarding Tool Development	Developed a standard onboarding checklist and scheduled initial crèche appointments.	Requirement Gathering, Communication.	Completed: Onboarding guide and schedule circulated.	Stakeholder availability; prepared alternative dates.
Week 4 19 - 21 Jan	Field Visit & Requirement Gathering	Conducted physical site visit to a nearby crèche to gather requirements and propose a December working-day service.	Interviews, Stakeholder Management, Needs Analysis.	In Progress: Requirements being captured from crèche owners.	Communicating technical ideas to non-technical staff; used simple explanations.



5. LEARNING AND DEVELOPMENT

New Skills Acquired: Requirement gathering techniques using structured checklists, PHPUnit test writing for JSON-based login features, and field-based stakeholder management.

Knowledge Gained: Understanding the specific operational needs of crèches, such as parent/child management and the market gap for holiday childcare services.

Feedback Received: Positive feedback from the Mentor (Mr. Ntsieni) regarding the successful passing of system tests.

6. SELF-ASSESSMENT AND REFLECTION

- **Strengths demonstrated this month:**
 - **Technical Problem Solving:** I excelled in identifying and resolving critical system errors, such as fixing "404 Not Found" errors and optimizing the Headmaster Dashboard to ensure accurate data display.
 - **Quality Assurance:** I successfully implemented and passed PHPUnit tests for the Login and Admission features, ensuring the "logic brain" of our application is robust before deployment.
 - **Communication & Planning:** I took a lead role in preparing the onboarding guide and checklist, ensuring our team had a structured approach for stakeholder engagements.
- **Areas for improvement:**
 - **Database Management:** While I am comfortable with JSON flat-file storage, I need to develop my skills in SQL and Database Normalization to support the upcoming migration to a formal MySQL database.
 - **Cybersecurity Awareness:** I need to further my knowledge of web security basics, specifically learning how to sanitize user inputs to protect the crèche's sensitive data from common vulnerabilities.
 - **Time Management:** As project tasks shift from internal development to external site visits, I aim to better balance technical debugging with the administrative demands of gathering field requirements.
- **Personal Reflections:**
 - **Insights on Teamwork:** The collaborative sessions between Business Analysts and Developers have shown me how vital clear documentation is for technical success; the "Onboarding Guide" served as a bridge between our different roles.

- **Company Culture:** Working at Vhutambo has exposed me to a professional "SDLC" (Software Development Life Cycle) environment where automated testing and peer reviews are highly valued.
- **Career Aspirations:** These experiences have confirmed my interest in becoming a Business Analyst who understands the technical "engine" of a product. Seeing how the crèche website can solve real-world problems for working parents has motivated me to ensure the final product is both secure and user-friendly.

7. GOALS FOR THE NEXT MONTH

- **Key Objectives:** Compile visit notes into a formal Business Requirements Document (BRD) and begin migrating admissions.json to a MySQL database.
- **Skills to Focus On:** SQL Database Normalization and input sanitization for cybersecurity.
- **Support Required:** Access to a staging MySQL environment and a code review session for new routing logic.

8. SIGNATURES

I hereby confirm that the monthly report was prepared as a true reflection of the status.

Intern:



Takalani Masubi Date: 21 January 2026

Direct Mentor (at Host Company): (Review and provide comments/feedback below)

[Supervisor's Name] Mr. Ntsieni Mbulungeni **Date:** 21 January 2026

Supervisor's Comments/Feedback: **[Supervisor to add comments on intern's performance, areas for development, and agreement with the report contents.]**

Employer Project Manager: (Review and provide comments/feedback below)



[Employer Rep's Name] [Employer Rep's Title] Date: [DD Month YYYY]

Employer Rep's Comments/Feedback: **[Employer Rep to add comments on intern's overall progress, alignment with program goals, and any support required.]**

PLEASE NOTE

- Ndiwanga Business Consulting reserves the right to conduct a site visit to verify the interns' report.
- If the information requested above is not attached, or if all the required information is not provided, your report will be regarded as incomplete, and you will be notified.
- A portfolio of evidence should be compiled by the intern and made available for inspection by Ndiwanga Business Consulting/ MICT SETA on the day of the site visit.
- No payment will be made if the report is not submitted
- Reports are due on the 28th of each month