MONTHLY PROGRESS REPORT

Date:21/01/2026

1. INTERN DETAILS

Intern's Full Name:	TAKALANI MASUBI
Programme	WORK INTERGRATED 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	*0716466011*
Mentor Contact number	*MR TSIENI MBULUNGENI*

3. MONTHLY SUMMARY

- **Total Expected Working Hours for the Month:** *20 days * 8 hours/day = 160 hours*
- **Total Actual Hours Worked this Month:** 160 hours
- **Total Hours on Approved Leave (Annual/Sick/Other):** none
- **Total Hours for Public Holidays:** none

4. DETAILED ACTIVITIES AND PROJECTS

Standard Working Hours per Day: 8hours

Standard Working Days per Week: 5days

Date	Day	Lunch/Break Out (e.g., 13:00)	Lunch/Break In (e.g., 14:00)	Time Out (e.g., 17:00)	Total Hours Worked (excluding breaks)	Type of Work / Activity / Comments	Supervisor Signature
17-25 Dec	DAY1	13:00	14:00	17:00	7HOURS	Debugged URL routing paths to resolve "404 Not Found" errors on the main site.	
18-25 Dec	DAY2	13:00	14:00	17:00	7HOURS	Optimized the Headmaster Dashboard to fix "N/A" data display issues in tables.	
19-25 Dec	DAY3	13:00	14:00	17:00	7HOURS	Verified persistent volumes and directory permissions for secure file uploads.	
22-25 Dec	DAY4	13:00	14:00	17:00	7HOURS	Set up the AdmissionTest.php file in the /tests folder for backend logic validation.	

23-25 Dec	DAY5	13:00	14:00	17:00	7HOURS	Ran PHPUnit tests for the Login feature; confirmed all tests passed successfully.	
24-25 Dec	DAY6	13:00	14:00	17:00	7HOURS	Final code cleanup and documentation of the admission submission flow before the break.	
05-26 Jan	DAY9	13:00	14:00	17:00	7HOURS	**Happy New Year!** Attended planning session for Crèche Website outreach and onboarding	
06-26 Jan	DAY10	13:00	14:00	17:00	7HOURS	Identified key stakeholders for interviews (Headmasters, Staff, and Parents).	
07-26 Jan	DAY11	13:00	14:00	17:00	7HOURS	Drafted the initial requirements summary for the new crèche management module.	
08-26 Jan	DAY12	13:00	14:00	17:00	7HOURS	Defined the standard onboarding approach to be used during physical site visits.	
09-26 Jan	DAY13	13:00	14:00	17:00	7HOURS	Finalized the "Visit Logistics" plan with the Project Manager.	

12-26 Jan	DAY14	13:00	14:00	17:00	7HOURS	Created the "Stakeholder Interview Guide" for the crèche outreach.	
13-26 Jan	DAY15	13:00	14:00	17:00	7HOURS	Developed the standard "Onboarding Checklist" to ensure consistent data gathering.	
14-26 Jan	DAY16	13:00	14:00	17:00	7HOURS	Identified and listed local crèches for the first round of physical site visits.	
15-26Jan	DAY17	13:00	14:00	17:00	7HOURS	Contacted selected crèches to schedule requirement-gathering appointments.	
16-26 Jan	DAY18	13:00	14:00	17:00	7HOURS	Finalized the outreach schedule and confirmed appointments for the following week.	
19-26 Jan	DAY19	13:00	14:00	17:00	7HOURS	Prepared the presentation deck for the "December Working-Day" service proposal.	
20-26 Jan	DAY20	13:00	14:00	17:00	7HOURS	Verified system stability in the local development environment (/var/www/gameshared-takalani).	

21-26 Jan	DAY20	13:00	14:00	17:00	7HOURS	**Site Visit:** *Approached nearby crèche to propose and gather system requirements.*	
[Last Day of Month]	[Day]						

5. LEAVE AND PUBLIC HOLIDAYS (This Month)

- **Public Holidays: 16th Dec, 25-26th Dec, 01st Jan (Excluded from logs)**
- **Annual Leave Taken: [Number] days** none

6. INTERN DECLARATION

- **Key Objectives/Projects:**
  - o **Migration to MySQL: Move the admissions.json data to a formal MySQL database to ensure data integrity, security, and scalability as the number of crèche applications increases.**
  - o **Automated Email System: Implement a PHP mailing service to send automated acceptance or rejection notifications to parents based on the Headmaster's dashboard actions.**
  - o **Document Upload Module: Create a secure file-handling system for parents to upload PDFs of birth certificates and immunization records directly through the website.**
  - o **Stakeholder Requirements Finalization: Convert notes from the January 21st crèche visit into a formal Business Requirements Document (BRD) to guide the next phase of development.**
- **Skills/Knowledge to Focus On:**
  - o **SQL & Database Normalization: Understanding how to structure relational tables for students, parents, and fee payments to replace the current flat-file system.**
  - o **Cybersecurity Basics: Learning how to implement input sanitization and secure session management to protect sensitive crèche data from common web vulnerabilities.**
  - o **Requirements Analysis: Refining the ability to translate non-technical feedback from crèche staff into technical functional specifications.**
- **Support Required:**
  - o **Database Credentials: Access to a staging MySQL environment on the host company (Vhutambo) server to begin testing the data migration.**
  - o **Senior Developer Review: A 30-minute code review session with Mr. Ntsieni Mbulungeni to ensure the new routing logic and folder structure (/app, /config, /data) follows company best practices.**
  - o **Onboarding Feedback: Guidance from the Project Manager on the finalized requirements captured during the recent field visits.**

7. SIGNATURES

I,Takalani Masubi, declare that the information provided in this timesheet is accurate and true to the best of my knowledge. I have performed the duties as described for the hours logged.

[Intern's Full Name] Date: 21 JANUARY 2026

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

MR NTSIENI : 21-JAN-2026

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

Instruction for Use: LEASE NOTE

- Record your hours daily or weekly, being accurate and honest. Note any specific tasks or key activities for the day in the "Comments" column.
- Ndiwanga Business Consulting reserves the right to conduct a site visit to verify the interns' timesheet.
- 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