**MONTHLY PROGRESS REPORT**

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Month # 1

June 25 – July 31, 2021

In my first week as an On-the-job trainee, it has a very early deadline. We are divided into six groups and were assigned to do each Mockup Landing Page for the quality management system. So, we conceptualize the designs, create layouts, and search for inspiration in making the task. After that, we finalize our design and post it in the For Review Boards.

In my second week as an On-the-job trainee, Ma’am April Salinas provided feedback on our Landing Page designs after we completed our work and provided us with resources to help us improve our landing page revisions. So, we took Ma’am April's advice and implemented it. We had a meeting on WordPress basics and a discussion about the group division to put in the OSAS Team. I also attended the OSAS Team orientation and was appointed as the Project Manager of the OSAS Website. In my first task as a project manager, I created the Gantt Chart for the OSAS website and held a meeting for the Prototype design for our website. The team leaders and other members of the various modules came up with a strategy to form a Database and Front-End Designer team. So, we decided who should be out and appoint a new position. We also devised a plan for developing a generic design for the Osas module prototype. And lastly, I held a meeting to finalize the Gantt Chart together with the Team Leaders.

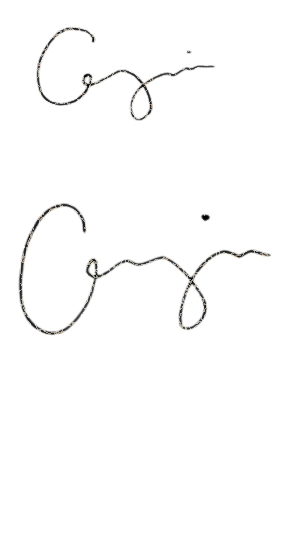
In my third week as an On-the-job trainee, we’ve met with our supervisor, Ms. Mishill Cempron to, present the final Gantt Chart and Prototype of each module. After the presentation, she gave her remarks about the Gantt Chart and other modules. So, I revised what she told me. Mr. John Jefferson Dela Cruz assigned a task for me to schedule a meeting OSAS Guidance Team and Ma’am Chavez, supervisor of OSAS Guidance. After that, I ask one of my colleagues from the QMS Team. Mr. Jherico Viovicente to give his insights and opinion on WordPress. As he agreed to it, I conducted a meeting with all my members in OSAS Main and invited Mr. Viovicente in the meeting to share what are his thoughts about the team using WordPress or Hardcoding. As the meeting was adjourned, we finally come to a conclusion to only do hardcoding. A meeting was also held together with Database Team and Mr. Dela Cruz. The Database Team gives an overview of their system's plans. Following the presentation, Mr. Dela Cruz provided us with information regarding the database, including the system's key fields and many others. I was also asked to another meeting with the OSAS Main programmers and designers. The super admin, login, registration, and staff interfaces were studied for their flow, functionalities, and designs. Following the meeting, I meet with Ereka Redulla to develop and create an initial prototype for the task's determined flow. In addition, I was also invited to the OSAS Clinic Module meeting with the clinic supervisor, Mr. Jet Cariaga for the presentation of their mockup. I also assist my colleague Ms. Charelyn Hijara with the super admin mock-up design. I also finalize the mock-up of account registration and verification (staff interface).

In my fourth week as an On-the-job trainee, I examined the Osas modules mockup design in the morning, however, some teams didn't meet the deadline due to their supervisor's new flow, so I extended their deadline and modified the submission date on their Trello. We had a meeting with our practicum adviser, Mr. John Jefferson Dela Cruz, at 5 p.m., and each of us gave a presentation of what we had done the previous week. I initially created another Gantt chart because the team leaders have a new task on their respective modules and start revising it, adjusting the duration and the assignee of the tasks. I scheduled a meeting with Osas main to finalize their task and have them present their flow. After that, I start adding their new task and revise the assignees and duration. I also revised the clinic module since there are also changes. I reviewed the revised Gantt before submitting it to ma’am mish and sir jeff. Then I put another task on Trello and adding the members that have an assigned task starting today up until July 19. We held a task check with the database team, Mr. Dela Cruz, and programmers for login, registration, and account verification (Staff Interface). After the presentation, he remarked on the design and wording of the modals and accepted the presentation. Another meeting with ma'am Mish and the OSAS Team was conducted, in which we presented what the teams had completed so far in their assignments on Trello, and ma'am also added and changed the system's flow and fields. I continued working on the front end of the student and faculty/staff user accounts. I scheduled a meeting with OSAS Main at 1 p.m. to finalize their task because after meeting with the advisers, the flow of their module changed, as did the tasks, so I decided to finalize it. I added the new tasks OSAS Main and OSAS Clinic because the team leader is concerned about the tasks but not the assignee or duration. Following our meeting with Ma'am Mish, we met with the database to discuss what Ma'am Mish desired and what should be done with it. As a result, we revised the registration form so that only students could register, while staff accounts would be added by the super admin. And, after submitting my front end to the front-end members, I double-check it. I fixed the programmers' code in registration and account verification. I also added a new feature in Super Admin where the Super Admin is the only one who can verify student accounts. I also added a new table for departments where it can add, view, and disable students. Finally, I created the Email Template in Gmail's student verification.

In my fifth week as an On-the-job trainee, I checked the status of each module and task, and later that afternoon, we met with our practicum adviser to discuss module updates. The DB Leader scheduled a meeting with the OSAS Guidance module to understand their flow and which fields should be used. Following the meeting, I concentrated on assisting the OSAS Main Team with their front end. I also fixed the Super Admin and Admin Interface, particularly on the modal side, after the programmer asked me to assist them with their designs because they were not responsive. The OSAS Main leader wishes to resign from her position, so when we meet with ma'am mish. I broke the news to her. So, ma'am mish decided on Mr. Henry Mirafuentes as the next leader. Following the meeting, we agreed to present the flow to Ma'am Kendi, the OSAS Main Supervisor. I also have a meeting with Ma'am Lorlie Andres, the OSAS Practicum Adviser, later that evening. I've presented the flow primarily in the Osas main and guidance since ma'am mish made a few changes earlier in the clinic. since the OSAS main new leader scheduled a meeting with Ma'am Kendi, I invited Ma'am Lorlie to join the meeting last night to help and guide the team. As a result, there are many things that need to be changed and new tasks added during the meeting. One of the most difficult tasks is matching keywords in identifying student applicant qualifications and office job qualifications in Student Labor. Ma'am Lorlie asked me to accompany her to the afternoon meeting with each module in order to record the meeting. Ma'am Lorlie primarily discusses the students' DTR and OJT Forms, as well as the module flow. I also scheduled a meeting with Front End Designers to go over the designs and make changes to the colors of the buttons, fonts, and designs. I added new tasks to Gantt with OSAS Main because they are the only team with additional tasks, as well as changed the assignee and tasks. Following that, I met with their team to discuss what should be included on this page as well as the news flow that the supervisor and adviser add. But, in order to clarify and change the difficult task assigned to them, we decided to meet with Ma’am Lorlie and ask for guidance and another solution to the problem. I informed the Osas scholarship leader Ramel Montera that I wanted Ereka Redulla to assist me in designing the OSAS Main Module, and he agreed. So, we have a meeting with the team's new import, as well as their leader and members. Following the meeting, we began to divide the tasks; I'll be doing the entire super admin, and Ereka will be on the admin side. I started immediately after the meeting, which is why I finished the module in a single day. After that, I compiled what I had done and handed it over to the main programmer for completion. Since I did not finish until late in the evening, I began to create the alumni interface in requesting good moral and alumni registration. I distribute the compilation of alumni requests for good moral submodules to the assignees so that they can continue with their tasks. Then I assisted with the student interface task in the student discipline submodule, fixing the designs and making them responsive. I also added a new interface on the student discipline part because they asked me to, and after I finished, I gave them the compilation.

In my sixth week as an On-the-job trainee, I gave the compilation of Student Interface and Admin Interface that Ereka and I make after finishing the Student Discipline Interface last week. I asked Ms. Sasam, their Front-End designer, to assist their main programmer with his tasks, and she agreed. In addition, since her designs aren't finished, I offer my assistance in continuing them in Front End. And I began to work on her Student Organization Design task in Student Interface. After that, I resumed designing the student organization, but I was confused by the flow of their module. So, I asked their members in the Group Chat, but they didn't clearly understand the flow, so I started in student labor design. In addition, I also scheduled a meeting with the practicum adviser, Ma'am Lorlie Andres, and the OSAS Clinic and Guidance team to review the system's flow and updates, as well as their Competency Checklist and Weekly Progress Report. Following the meeting, Ma'am Lorlie Andres wishes to check the status of OSAS Main by tomorrow. I told their group to be prepared and to ask Ma'am about the student organization's flow. After that, I continued to work on the Student Organization Interface and Student Labor, and after that, we had a meeting with Ma'am Andres, but other members were unable to attend due to unforeseen circumstances. Ma'am Lorlie has scheduled a meeting with me and the Osas main leader, Mr. Mirafuentes, to discuss the flow of the student organization. Additional changes were made, but we now have a clear process. We informed the Osas main team of what ma'am Andres had told us, as well as the additional features. So, I started working on the student organization interface and added the features that were required. Following that, I compiled our collaborative work and distributed it to the assigned pair. After the student organization, I went to student labor interface design. I also had a meeting with the Osas team to discuss which Webhost we will use and whether we will use free hosting or collect money for the Webhost. Hanna Maureal, a member of the scholarship and database teams, expressed an interest in assisting with the OSAS Main after the meeting. So, I assigned her the task in the Student Labor section of the student interface, and she agreed. Also, a member of the qms team, Jizter Bonza, asked if he could assist with some tasks, so I assigned him to the student discipline programmer to see what he could do and was informed about the notifications. I also compiled what Ereka did in the faculty head and admin interface of Student Labor and gave it to the programmers. Furthermore, Hanna Maureal inquiries about the flow and designs, and we discovered a form that we did not apply to the system, so we informed the Osas team, and they had an unclear flow in mind, so we decided to inquire with their practicum adviser. The qms member informed me that he had completed his tasks, so we double-checked it with the main programmer of student discipline. After that, I shared what was discussed at the meeting and asked him to present it to the Osas leaders to see what they thought about the notification. After that, I change the student registration's family information and create a modal about the university's data privacy claims by clicking the checkbox.

Most of my task as a Project Manager for this OJT Practicum is not easy, since I had to put help all the teams in their concerns and problems. I need to oversee the entirety of the system and give my outmost ability to help and guide them.

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