

# **PRESIDENTIAL DIGITAL TALENT PROGRAM**

## **WEEKLY REPORT**

### **20<sup>TH</sup> JAN 2017**



**Names:**

1. James Chepkwony Kiptum
2. Jane Wairimu Wangui
3. John Metobo Manduku
4. Kelvin Shikokoti Amboso
5. Maxwell Koskei
6. Philip N. Muriungi
7. Winnie Wanjiku Njuguna

**Areas or Events Covered**

1. Overall company induction & introduction to the company. An overview of the various departments- Administration, Knowledge Management, Finance, Project Management, Legal, Marketing and brand management, Healthcare, Project management, Internal IT, Human resource and XABA project.
2. SST tour and introduction to staff present
3. Department allocation and reporting

**1. Induction**

We had a two day induction session where we learned about Seven Seas Technologies Group, what they do, their innovations, current projects i.e. Health Information System and XABA , the different departments and their roles. We got to see more than what meets the eye, as well as challenged to find out how we can make a difference and create value.

We were also able to understand how SST is creating value by using IT in health-related projects. The XABA project is and will be a great success; however with the estimated potential of growth it will need more man-power.

**Conclusion**

It was educative as well as enlightening. We got to know how the organization works and what it does differently to make it stand out as one of the leading technology companies.

**2. SST Tour & Staff Introduction**

We were taken around the different floors and introduced to the staff members from different departments. We were taught how to use the access cards, IP phones and printers. Additionally we were facilitated with lockers to uphold the clean desk policy.

The company structure was explained to us and we were encouraged to familiarize ourselves with the organization culture.

Knowledge Management provided us with official emails & a group e-mail to use for our day to day communication.

### 3. Departmental Assignments

We were assigned to different departments as per the below list where we have all been assigned projects to start working on and report daily and weekly on achieved milestones. We have been oriented into the different departments and are now ready to integrate and learn as much as we can.

1. James Chepkwony Kiptum, XABA project.
2. Jane Wairimu Wangui, XABA project.
3. John Metobo Manduku, Service delivery department.
4. Winnie Wanjiku Njuguna, Service delivery department.
5. Kelvin Shikokoti Amboso, XABA project.
6. Maxwell Koske, Internal IT department.
7. Philip N. Muriungi, Knowledge and bid management department.

### Issues

Getting in touch with some representative of the departments to get started and settle down however this was sorted out.

### **Expectations for next week**

1. Get involved more into the project management.
2. Creating menus and DBs in PHP for Xaba.
4. Interact with SST staff and build trust.
5. Develop valuable input into projects & departments.
7. Understand the different work assignments & do them well.
8. Work on the various assigned tasks.
9. Better understand company as well as department processes.
10. Get a group email.

**Report Compiled By: Winnie W Njuguna**