Intern development portfolio

[name]

# PORTFOLIO GUIDELINES/TIMELINES

* Your first Portfolio submission window is the week commencing the XXX. The deadline is XXX
* Your second Portfolio submission window is the week commencing the XXX. Your deadline is XXX
* Your final Portfolio submission window is the week commencing 5th July 2021. Your deadline is Friday 9th July 2021.
* If you are struggling with your Portfolio, use your support network. Your managers, mentors & the panel will be able to provide guidance.

# GENERAL INFORMATION

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| **NAME** | **Kerry Gip** |
| **ROLE** | **Enterprise Architect Intern** |
| **DEPARTMENT** | **Content Delivery and Services** |
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| **MANAGER NAME** | **Michelle Daum** |
| **MANAGER ROLE** | **Architect Director** |
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| **MENTOR NAME** | **Ali Richardson** |
| **MENTOR ROLE** | **Head of Business People Partners** |
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| **UNIVERSITY** | **University of Colorado Denver** |
| **DEGREE TITLE** | **Computer Science** |
| **UNIVERSITY CONTACT** |  |

# USEFUL CONTACTS

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| --- | --- |
| **Intern Programme Panel**   |  | | --- | | * Luke Ebsworth – luke.ebsworth@travelport.com * Hoeppner, Gemma [Gemma.Hoeppner@travelport.com](mailto:Gemma.Hoeppner@travelport.com) * Schenecker, Ariel – [ariel.schenecker@travelport.com](mailto:ariel.schenecker@travelport.com) |   **[INSERT ANY USEFUL CONTACTS HERE]** |

# ROLE AND RESPONSIBILITIES

**Within your first 2 weeks at Travelport find out what is expected of you and what your responsibilities are with your manager and team. Write these down below and make sure to ask any questions you have to help you fully understand what your role entails. We also want you to find out the ‘why’. Why does your role exist and why is your position in the organisation? Why will you be doing the things you’ll be doing, what difference does it make to the business? This will help you understand your role.**

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| Expectations:  SAFe  Code of Conduct  Project completed end of month, first week of July      Responsibilities:  Make an Apollo Graph QL server  Merge or make a new graphQL services over the REST services      Why does my role exist:  We make things better around here    Why am I here:  I was born and I want to do good in life      How am I contributing:  Contributing to making a more efficient and faster system |

# PERSONAL DEVELOPMENT LOG

# PERSONAL DEVELOPMENT PLAN

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| **LONG/SHORT TERM** | **SET BY...** | **GOAL(S)** | **HOW TO ACHIEVE THIS / KEY DELIVERABLES** | **PROGRESS (%)** | **WHAT I STILL NEED TO DO** |
| **Long Term** | **Panel** |  |  |  |  |
| **Manager** |  |  |  |  |
| **Intern** |  |  |  |  |
| **Short Term** | **Panel** |  |  |  |  |
| **Manager** |  |  |  |  |
| **Intern** | **Complete the merging of the database into graphQL** | Final .exe product |  | Learn GraphQL, set up time with Scott to pair program |

# WORK LOG

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# SKILLS LOG

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# REFLECTIVE STATEMENT

Write a short statement, no longer than 500 words, reflecting on the last three months. Try to include where you feel you have improved, where you still need to focus your development, how you went about achieving your short-term goals etc.

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# SECTION COMPLETION

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Panel Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **LONG/SHORT TERM** | **SET BY...** | **GOAL** | **HOW TO ACHIEVE THIS / KEY DELIVERABLES** | **PROGRESS (%)** | **WHAT I STILL NEED TO DO** |
| **Long Term** | **Panel** | 1.Demonstrate each of Travelport’s drivers/values throughout your time with us.  2. Lead a project/case study within your team OR identify and propose a process improvement opportunity |  |  |  |
| **Manager** |  |  |  |  |
| **Intern** |  |  |  |  |
| **Short Term** | **Panel** | \*Unique to the individual\* |  |  |  |
| **Manager** |  |  |  |  |
| **Intern** |  |  |  |  |

# WORK LOG

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# **DEVELOPMENT SESSIONS AND OTHER ACTIVITIES**

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| **DATE** | **SESSION** | **WHAT DID YOU LEARN?** | **REFLECTIONS** |
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# DEVELOPMENT SESSION LOG

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# INTERNPRENUERSHIP

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