



UNIVERSITY of
RWANDA

COLLEGE OF SCIENCE AND TECHNOLOGY

SCHOOL OF ICT

DEPARTMENT OF COMPUTER AND SOFTWARE ENGINEERING

ACADEMIC YEAR: 2021-2022

LOG BOOK

Name of student:**BIZIYAREMYE ALPHONSE**.....Reg. No.....**220011657**.....

Department/Programme:**COMPUTER AND SOFTWARE ENGINEERING**.....

Name of company/Organization.....**RWANDA ENERGY GROUP(REG)**.....

Weekly Report No: ...**1**...From: ...**30/01/2023**.....to.....**03/02/2023**.....

Day/date	Brief description of work performed	No. of hours
Monday 30/01/2023	Welcome and introduce myself to the staff	3
	Briefing for company objectives and vision	3
Tuesday 31/01/2023	Study and do some research about company	3
	Analyze the problem in the company	3
Wednesday 01/02/2023	HEROUS DAY	HOLIDAY
	HEROUS DAY	HOLIDAY
Thursday 02/01/2023	Continue task given on Tuesday and make project idea	3
	Study and research more about project	3
Friday 02/01/2023	Define project goals	3
	Define project objectives	3
Saturday		
Total hours		24

Sequence of activities for main job/assignment		
Welcome and introduce oneself to the staff	Study and research the company, including reviewing documents and reports	Brief the team on the company's objectives and vision
Analyze the problems in the company	Participate in HEROUS DAY activities	Continue working on the project idea and develop project concepts
Conduct further research on the chosen project idea	Define project goals	Define project objectives
Develop a project plan that includes task assignments and timelines	Collaborate with team members to execute the project plan	Evaluate project outcomes and identify areas for improvement

Note: Absence of trainee must be indicated on the log book

Details of main job
<p>The main job appears to involve a mix of communication, research, analysis, and project planning.</p> <p>The first task involves introducing oneself to the staff, which would likely involve meeting with team members, learning about their roles and responsibilities, and getting a sense of the company culture and values.</p> <p>The second task involves briefing the team on the company's objectives and vision, which would provide context for the work being done and help align everyone towards a common goal.</p> <p>The third task involves studying and researching more about the company, which would likely involve reviewing documents, reports, and other materials to gain a deeper understanding of the company's history, structure, and operations.</p> <p>The fourth task involves analyzing the problems in the company, which could involve conducting surveys, gathering data, and analyzing feedback to identify areas of improvement or potential issues that need to be addressed.</p> <p>The fifth and sixth tasks involve participating in HEROUS DAY, which could involve team building exercises, workshops, or other activities aimed at fostering collaboration, creativity, and innovation.</p> <p>The seventh and eighth tasks involve continuing work from the previous day and developing project ideas. This could involve brainstorming, researching, and evaluating different project concepts to determine which ones are feasible and aligned with company goals.</p> <p>The ninth task involves studying and researching more about the chosen project idea, which could involve reviewing industry trends, conducting market research, and analyzing customer needs to ensure the project is well-informed and relevant.</p> <p>The tenth task involves defining project goals, which would involve setting clear objectives for the project and establishing criteria for success.</p> <p>The eleventh task involves defining project objectives, which would involve breaking down the project goals into smaller, more manageable tasks that can be assigned to team members and tracked over time.</p> <p>Overall, the main job involves a mix of strategic thinking, research, analysis, and project planning, and requires a high level of communication and collaboration with team members to ensure success</p>

Name of Training Officer:
Signature:
Checked date: