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**MINISTRY OF LAND AND PHYSICAL PLANNING**

**ICT**

**Department of surveys**

This is to confirm that Mr. Wilson Ngugi Ngaii ID :29105683 reports to Survey of Kenya ,whereby he has been an active player in ICT duties as were assignment to him.

Since he has been in this institution, the following are the duties he has been assigned and accomplished successfully as tabulated here below on weekly basis for the month of February -:

**FEBRUARY**

#### **WEEKLY PROGRESS CHART (WEEK 1)**

|  |  |
| --- | --- |
| **DAY** | **DESCRIPTION OF WORK DONE** |
| WEDNESDAY | System support, hardware and maintenance of survey computers. |
| THURSDAY | Troubleshooting of networks, patching cables and configuration of the core switch using putty system |
| FRIDAY | System administration in making sure the systems were up and running and connecting officers from other sections to the internet. |

**WEEK2**

|  |  |
| --- | --- |
| **DAY** | **DESCRIPTION OF WORK DONE** |
| MONDAY | System support, hardware and maintenance of survey computers. |
| TUESDAY | Troubleshooting of networks, patching cables and configuration of the core switch using putty system |
| WEDNESDAY | System administration in making sure the systems were up and running and connecting officers from other sections to the internet. |
| THURSDAY | Taking buck ups in the GIS database and troubleshooting, of the patch cables for ease of access to LAN and internet connectivity. |
| FRIDAY | software installation of AGIS and AUTO CAD software |

Interns Signature: ..................................................................

Date: ……………………………….….………

Comments by Supervisor:

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Name:

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Signature: ...................................................................................

Date: .............………………………………….…………

**WEEKLY PROGRESS CHART (WEEK3)**

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| --- | --- |
| **DAY** | **DESCRIPTION OF WORK DONE** |
| MONDAY | Trouble shooting of the machines and installation of operating systems, office and Kaspersky anti-virus. |
| TUESDAY | Internet configuration by assigning IP addresses to various machine, trouble shooting the rooter and installation of drivers. |
| WEDNESDAY | Assisted survey officers troubleshooting passwords and formatting of machine and data backup. |
| THURSDAY | Record keeping of available working and faulty machines in the ICT department. |

Interns Signature: ..................................................................

Date: ……………………………….….………

Comments by Supervisor:

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Name:

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Signature: ...................................................................................

Date: .............………………………………….…………..

**ICT - SURVEY**

**EDITH MWANIKI**

CC: Lilian Kiarie

Christopher Mwangi