

# **REPORT No. (November)**

**Monthly Progress Report on Industrial Training 2025/26**

**GNCT 32216**

**IM/2021/119**

## Monthly Progress Report of Industrial Training – 2025/26

Student Name : Sujikaran Mahenthiran

Student No : IM/2021/119

Month and Year: 10/2025

Report Number : 02

Organization : Information Communication Technology Agency of Sri Lanka

Department/Section : Digital Government

Industrial Training Advisor (ITA): Udari Vithanage

Contact Number : 0712560734

Fortnightly report	Explanations/Examples	Remarks (Filled by the ITA)
<b>Training Objectives:</b>	<p>My training objective is to strengthen my practical experience primarily as a Project Manager by actively coordinating GovPay onboarding activities across Divisional Secretariats and Local Authorities. This includes planning and managing onboarding schedules, following up with organizations to ensure timely completion, facilitating communication between stakeholders, resolving operational challenges, and tracking onboarding progress to achieve organizational targets. I also aim to enhance my ability to prepare reports, monitor project milestones, and ensure smooth execution of training sessions and rollout activities.</p> <p>In supporting Business Analyst role, I aim to improve my understanding of system requirements and user expectations by assisting in requirement gathering, documenting user issues, analyzing feedback, and contributing suggestions to enhance the GovPay application and related materials. I also seek to gain exposure to UI/UX considerations by identifying usability issues and supporting improvements in training content and workflows. Overall, my objective is to</p>	<p>The primary objective of gaining practical experience in Project Coordination was strongly met this month. To further strengthen the his role I recommend focusing next month on formalizing the risk management log related to stakeholder communication, moving beyond immediate issue resolution to proactive risk mitigation for future rollouts.</p>

	<p>develop strong project coordination, execution, and analytical skills while contributing effectively to the successful implementation and progress tracking of GovPay and Spot Fine-related activities.</p>	
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<p><b>Methods of Assessment</b></p> <p><b>(What I have learnt and achieved)</b></p>	<p>Planned, scheduled, and tracked GovPay onboarding activities across Divisional Secretariats and Local Authorities.</p> <p>Prioritized tasks and managed timelines to ensure smooth progress of onboarding and Spot Fine activities.</p> <p>Engaged with stakeholders to resolve onboarding or technical issues and provided continuous support.</p> <p>Monitored project progress and prepared reports summarizing achievements, pending actions, and recommendations.</p> <p>Analysed user feedback and documented system requirements to support improvements in GovPay and related materials.</p> <p>Reviewed user interface and training materials, identifying areas for enhancement to improve usability.</p> <p>Developed skills in project coordination, stakeholder management, and practical execution of digital government initiatives.</p> <p>Gained insights into combining project management and business analysis for effective implementation of onboarding and rollout processes.</p>	<p>Sujikaran has demonstrated a highly professional and effective approach to meeting all his stated objectives this month. His practical experience in Project Coordination (planning and stakeholder management) was excellent, providing critical support for the successful Spot Fine launch and GovPay onboarding. He also showed promising aptitude in the Business Analyst role by actively translating user feedback into actionable documentation. Moving forward, the focus should be on enhancing proactive risk mitigation and analytical depth in reporting to transition from support to leadership within these functions.</p>
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<p><b>What issues did I encounter?</b></p>		
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<b>Any suggestions to improve the workplace:</b>  <b>Any issues that I resolve or propose: alone/ with assistance</b>		
<b>What are the issues unresolved or what concept you could not learn?</b>  <b>Why did you fail to resolve/learn them?</b>		
<b>No of days attended</b>  <b>No of days absent</b>	19  0	

Certified by: Ms.Udari Vithanage

Designation: Project Manager

Date: | 1 | 1 | 1 | 2 | 2 | 0 | 2 | 5

Signature:

