

**Internship Logbook**

By Koh Wah Ting

(U1322634G)

**Nanyang Technological University**

|  |  |  |
| --- | --- | --- |
| **Name** | : Koh Wan Ting | |
| **School** | : School of computer engineering | |
| **NTU Tutor** | : Pramod Kumar Meher | |
| **Organization** | : DBS Bank Ltd | |
| **Department (s)** | : T&O – Investment Trading Technology | |
|  |  | |
|  |  | |
| **Project Title (s)** | : Infrastructure Roll Out Project | |
| **(If applicable)** |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
| **Attachment Period** | : **From** 18th May 2015 | **To** 25th July 2015 |

**Guidelines on Use Of This Logbook**

1. This logbook properly kept will be a very useful reference for the author in his/her future career. It will help him/her in seeking recognition from professional bodies for membership affiliation.
2. Entries to the logbook should be made fortnightly. it is advisable for you to carry a small notebook to make rough jottings of daily events which can provide the material for your logbook entries.
3. A summary of training record is to be completed fortnightly. Elaboration on training outlined in summary is to be done on the ruled right hand pages with diagrams/charts/drawings on the blank left hand pages. The description should be brief and concise and, preferably, be limited to five pages.

If more than five pages are required, the blank left hand pages may be used. This book contains only sufficient pages for the 24-week training. Do not tear any page, as this will affect the page connected to it.

1. It is advisable for you to get your Organization Supervisor to comment on your logbook contents. This will provide you with feedback on the correctness of your logbook entries and help your Organization supervisor plan your next stage of training.

|  |  |  |
| --- | --- | --- |
| **Summary of Training Record (For a two-week period)** | | |
| **Brief Description of Experience** | **From** | **To** |
| Familiarize with environment + understand the project scope | 18 May 15 | 18 May 15 |
| Read up and familiarize with various key activities for infra deployment | 19 May 15 | 21 May 15 |
| Work flow for entire infrastructure deployment process | 22 May 15 | 22 May 15 |
| Gather requirements from stakeholders (Eg. Detailed information of each process) | 25 May 15 | 29 May 15 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Comments by organization supervisor:** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| **Signature** | **:** |  |
| **Name** | **:** |  |
| **Designation** | **:** |  |
| **Date** | **:** |  |

|  |
| --- |
| **Training Record**  **(Elaborate on training outlined in summary)** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| **Organization Supervisor’s Initial** | **:** |  |
| **NTU Tutor’s Initial** | **:** |  |

**(Use this page for diagrams/charts/drawing)**