

DPW&I Vac Work	
DAY OF THE WEEK (December)	Daily Diary
Monday (5 th)	Today was my first day with the DPW&I team, and I was introduced to the Construction Project Manager and the project team. I spent the morning familiarising myself with the department's projects and systems, including the EFMS (Education Filing Management System). In the afternoon, I assisted the project manager with administrative tasks, mainly organising project files for an upcoming close-out report submission.
Tuesday (6 th)	I began the day by helping the project manager compile documents for a Close-out Report on a completed Department of Education project. I spent time learning how to navigate the EFMS system, uploading the necessary documentation. This task helped me understand the importance of accurate record-keeping in government projects and how close-out reports impact future project assessments.
Wednesday (7 th)	Today, I focused on assisting with the administrative tasks for several ongoing projects. I spent part of the day sorting through documents that needed to be filed in the EFMS system. I also learned how to track project progress and manage project timelines within the department's filing system. My project manager explained the significance of these reports in ensuring that projects meet compliance requirements.
Thursday (8 th)	I spent most of today working alongside the project manager to review and finalise a Close-out Report for a clinic. My role was to ensure that all documents were uploaded correctly to the EFMS system and that the report was ready for submission. This task gave me a clear understanding of the close-out process and the importance of thorough documentation.
Friday (9 th)	On my final day, I wrapped up the remaining project administration tasks. I helped the project manager review a few final documents before submitting them to the Department of Education's online system. In the afternoon, we had a debrief where the project team discussed the next steps for future projects. I spent some time reflecting on the skills I had developed during this short but intense week of practical training. The project manager offered for me to come back next year so that I could spend more time with them and see more of the projects.