

DPW&I Vac Work	
DAY OF THE WEEK (June)	Daily Diary
Monday (12 th)	Today I began my practical training at DPWI and had a meeting with the Construction Project Manager, he wanted to check-in with me and how I have been doing at school. Later I was introduced to the project team. My first task was to familiarise myself with the office structure and ongoing projects. I assisted in compiling documents for a project close-out report, which allowed me to learn about how government projects are documented and finalised.
Tuesday (13 th)	I spent the day attending and taking notes during a design meeting. The project manager explained how the project is expected to evolve, and I learned how these design considerations influence the execution of construction work. In the afternoon, I assisted with document preparation for the site handover meeting scheduled later in the week.
Wednesday (14 th)	Today, I attended a site handover meeting. My role was to take detailed minutes of the meeting, ensuring that all key points were captured. This experience helped me understand the process of handing over a site to contractors and the importance of ensuring everything is documented for future reference.
Thursday (15 th)	I continued assisting with project administration. I spent most of the day helping the project manager organise files for another close-out report. I also worked on compiling the minutes from previous meetings and preparing them for distribution to the team. This helped improve my attention to detail in official documentation.
Friday (16 th)	Public Holiday – No Work.
Monday (19 th)	I attended a progress meeting on-site today. I was responsible for taking notes on the work completed and the issues raised by the construction team. Afterward, I worked with the project manager to organise the meeting notes and update the progress reports.
Tuesday (20 th)	My primary task today was compiling a report on the construction progress. I worked on updating the project database and ensuring that all the relevant documents were filed correctly. In the afternoon, I reviewed and updated some of the close-out report files for one of the completed projects.
Wednesday (21 st)	Today I worked closely with the technical team on administrative duties. We reviewed some technical drawings that had to be amended for a new project. I assisted by ensuring the correct revisions were recorded and updated within the project files.
Thursday (22 nd)	I was involved in preparing for another site handover meeting. I helped compile the documentation and prepare the agenda for the meeting. In the afternoon, I attended the meeting and took minutes, ensuring that all critical issues raised by the contractors and project managers were captured.
Friday (23 rd)	Today was spent in the office, assisting the project manager with administrative tasks. I continued compiling close-out reports and reviewing site meeting minutes. This gave me further insight into how documentation plays a crucial role in managing multiple projects.

Monday (26 th)	I attended a technical meeting today, where issues regarding the project's progress were discussed. I was tasked with documenting the concerns raised by the engineers and preparing follow-up reports. The experience deepened my understanding of the technical aspects involved in project management.
Tuesday (27 th)	Most of the day was spent assisting with document compilation for another project close-out report. I worked on organising the necessary paperwork and updating the EFMS system. This task highlighted the importance of proper record-keeping for government projects.
Wednesday (28 th)	Today I spent time reviewing and editing the minutes from the progress meetings I had attended. After that, I assisted the project team in compiling technical documents for an upcoming meeting. The team explained how to prioritise information that needs to be shared with the contractors.
Thursday (29 th)	I was back on-site today, where we had a site inspection. I took notes during the inspection and later compiled a report on the progress made. This experience gave me hands-on knowledge of how construction sites are managed and the importance of site inspections for quality assurance.
Friday (30 th)	Today was mostly spent in the office. I helped the project manager prepare for another progress meeting. I spent the day organising the meeting agenda and updating project logs. In the afternoon, I reviewed the construction schedule with the project team and helped prepare a progress report.
JULY	
Monday (3 rd)	I assisted in preparing documents for a close-out report today. I spent the morning organising files and ensuring that all the necessary documentation was ready for submission. In the afternoon, I reviewed the minutes from the site meetings and compiled them for the project manager.
Tuesday (4 th)	Today I attended another site meeting. The team discussed ongoing issues with the construction schedule, the contractor had faced a problem with procuring a specific generator. The construction manager told the contractor he had to amend the problem before issuing payment certificate. I compiled the minutes after the meeting. I also helped review technical documents in preparation for an upcoming project review.
Wednesday (5 th)	I worked closely with the project manager today, helping with project administration. We focused on updating project timelines and ensuring that the project documents were filed correctly. I learned more about how project managers keep track of various project milestones.
Thursday (6 th)	Today was spent in the office, where I helped the project manager prepare reports for an upcoming site inspection. I reviewed and organised meeting notes and helped compile documents for the next technical meeting.
Friday (7 th)	Today, I worked on finalising the minutes from the technical meetings I had attended earlier in the week. I spent the day updating the project records and ensuring that the documents were ready for the project team to review.

Monday (10 th)	I spent the day preparing for another progress meeting. I worked with the project team to update the progress report and ensure that all issues raised in the previous meetings were addressed. In the afternoon, I compiled the meeting minutes and distributed them to the team.
Tuesday (11 th)	Today was a busy day of organising documents for a report my construction manager had to submit later that day. I helped compile the necessary paperwork and ensure that everything was ready for submission. I also worked on updating the EFMS system with the latest project information.
Wednesday (12 th)	I attended another technical meeting today. My role was to take detailed notes during the meeting and assist in compiling the project reports afterward. The team discussed technical challenges faced on-site, such as the rain we had for the past two days and I documented the action points for follow-up.
Thursday (13 th)	Today, I was tasked with updating the project timeline based on the progress made during the week. I worked with the project team to ensure that the schedule was accurate and reflected the current state of the project.
Friday (14 th)	Today I spent the day reflecting on the past three weeks with the construction manager. He wanted me to highlight the key components I learnt during the time as well as ask questions. He also told me to expect a busy week ahead.
Monday (17 th)	I worked closely with the project team today, preparing for an upcoming site inspection. I helped organise the inspection reports and ensured that all the necessary documentation was ready for the team. In the afternoon, I attended a meeting to discuss the next steps for the project.
Tuesday (18 th)	Today I assisted the project manager with compiling documents for the site inspection. I worked on updating the project logs and ensuring that all issues raised during the inspection were addressed.
Wednesday (19 th)	I spent the day reviewing and updating the project documentation. I worked on organising the meeting minutes and preparing reports for the project manager to review.
Thursday (20 th)	Today was different, I spent the day with the electrical engineer for the project. Here he showed me his role from designing the electricity to checking on site if things are in the correct position. He showed me the process before approval for new tasks to take place on site
Friday (21 st)	On my final day, I spent the morning organising project documents and ensuring that all reports were updated. I had a debrief with the project manager, where we discussed my practical training experience and areas for improvement.