

ITM 295R/CIT 295 Practicum Project Plan and Progress

Before the Semester

1. Study the "ITM 295R/CIT 295 Project Proposal and Course Work Requirements" document
2. Find a service project
3. Meet with your project sponsor and conduct the requirements analysis study such that you can complete Item 5 below
4. Fill out every item in **blue**
5. Create a weekly plan by filling out the "**This week's goal**" field for **all 13 weeks**
6. Fill out **Tasks** for Week 1 (should not be the "initial meeting" as you already had one)
7. Email this document to the instructor for approval

At the End of Each Week during the Semester

8. Fill out every item in **green** for that week ("Week *n* Journal")
9. Fill out **Tasks** for the coming week ("Week *n+1* Plan")
10. Insert photos / screen captures as appropriate in Section 7. "Photos, Screen Captures, etc."

At the end of the Semester

11. Fill out Section 6. "Project Evaluation"

1. About You

Name	Purnell B Darrell IV
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2. About Your Project Sponsor, Client or Supervisor (you must have one)

Organization	Caring Heart Child Care Center (CHCCC)
What they do	Child Daycare Center
Name	Pam Darrell
Contact Info	
How you know the sponsor	Sister is one of the Directors of the Center
The initial meeting date	6/18/2022

3. Your Service Project

Type ¹	Consulting
Describe what you will do in details, including the	I will be setting up computer(s) and other computer equipment within the Center for employees to use. Train employees on using the new and existing computer equipment. Create cheat sheet instructions for daily tasks that require computer use, and continual training on computers and

¹ Type may be WDD, software development, automation, DB, networking, security, system administration, systems analysis and design, project management, testing, teaching, LAB development, technical support, consulting, or others (name your own) that best describe what you will do.

overview, scope, features, components, deliverables, etc.	tasks that need to be performed by employees using that equipment. Help with monthly invoices. Setup the necessary equipment needed to perform the monthly tasks by employees. Provide ongoing support for computer equipment and training as needed.
Resource needed / used	Computers, printer and ink, knowledge of tasks being done by employees every month and maybe daily.
How you found this opportunity	Sister asked for help because the Center needs help with computer setup and configuration, as well as training.
How it will benefit others	The Center will be able to be more self-sufficient in work that requires computer equipment and knowledge.

4. Weekly Schedule (when you plan to do your project):

Where	At the Center, 541 Holly Rd., Yeadon, PA 19050, USA
When (day & time of the week)	Saturday, 12pm – 3 pm

5. Weekly Plan and Journal

Week 1 Plan	This week's goal – Setup new computer(s) being purchased for employee use. • Tasks • Setup inkjet printers • •
Week 1 Journal	Hours Worked This Week: Total Running Hours: What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 2 Plan	This week's goal – Setup new printer being purchased. • Tasks • Setup computer(s) • Configure computer(s) • Train on scanning documents and emailing them, with new printer • Director needs to DocuSign a PDF •

Week 2 Journal	Hours Worked This Week: Total Running Hours: What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 3 Plan	This week's goal – Connect required computer(s) to new printer that will use it for all of its functions. • Tasks • Setup new tablets and connect to new printer • Connect Director(s) computers and/or phones to use new printers • Document scan steps for cheat sheet
Week 3 Journal	Hours Worked This Week: Total Running Hours: What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 4 Plan	This week's goal – Help with getting the monthly invoices out. • Tasks • Writeup the scan cheat sheet steps • Have Director use them to scan document, revise if needed based on Director's understanding of the steps •
Week 4 Journal	Hours Worked This Week: Total Running Hours: What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 5 Plan	This week's goal - Teach required employees how to use the computer(s) and print to the new printer and/or other functions. • Tasks

	• Get instructions for downloading a document • Create cheat sheet for Downloading document • Setup automatic trashcans for Center
Week 5 Journal	Hours Worked This Week: Total Running Hours: What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 6 Plan	This week's goal – Setup cheat sheets for printing and other functions for new printer. • Tasks • Help with attaching documents on a website form, if still needed • Finalize cheats sheets and print out and laminate them
Week 6 Journal	Hours Worked This Week: Total Running Hours: What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 7 Plan	This week's goal – • Tasks •
Week 7 Journal	Hours Worked This Week: Total Running Hours: What you did this week (your accomplishments): Reflection (your thoughts and feelings):

Week 8 Plan	This week's goal – • Tasks •
Week 8 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 9 Plan	This week's goal – • Tasks •
Week 9 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 10 Plan	This week's goal – • Tasks •
Week 10 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 11 Plan	This week's goal – • Tasks •

Week 11 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 12 Plan	This week's goal – • Tasks •
Week 12 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 13 Plan	This week's goal – • Tasks •
Week 13 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): Reflection (your thoughts and feelings):

6. Project Evaluation

Links to your project (web, video, photos, presentation, etc.)	
How was your presentation experience?	
What did you learn?	

What was most exciting?	
What was most difficult?	
Advice to future students	

7. Photos, Screen Captures, etc. with Caption: