

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	Jeremy Jackson
I-Number	<I# Withheld>
Semester	Fall 2021

2. About Your Project Sponsor, Client or Supervisor (you must have one)

Organization	Ambitions of Idaho
What they do	They care for and assist developmentally disabled adults in their daily lives.
Name	Samantha Hodge-Tracy
Contact Info	s.hodge-tracy@id.ambitions.org
How you know the sponsor	Friend of my mother
The initial meeting date	August 25, 2022

3. Your Service Project

Type ¹	Networking
Describe what you will do in	The Ambitions office in Idaho Falls has been struggling with network connectivity issues and it has forced them to work using only WIFI, which

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.

details, including the overview, scope, features, components, deliverables, etc.	slows down office work and frustrates employees. My job would be to work in the office and provide a solution to their current networking issues, then provide support during the period of time that the practicum is not yet over. I may also be asked to provide tech support for some of the houses that are under the supervision of Ambitions of Idaho.
Resource needed / used	A router and possibly a switch
How you found this opportunity	My mom remembered her friend complaining of networking issues in the office where she works so she introduced me to her friend.
How it will benefit others	This will benefit those developmentally disabled individuals serviced by Ambitions by making the work done in the office faster and preventing interruption.

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

Where	Ambitions of Idaho Office
When (day & time of the week)	TR – 1:30-3:00 AM

5. Weekly Plan and Journal

Week 1 Plan	This week's goal - Diagnose the problem and make a plan for fixing the issue. Tasks - Test the network and find the problem - Make a list of needed materials - Create a plan for fixing the issue - Meet with Samantha to go over everything
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 - Order needed materials and begin working on a solution. Tasks

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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 • Continue working on a solution Tasks • • •
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 • Finish repairing the network Tasks • • •
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 • Provide support and remedy any problems with the network Tasks • • •
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 • Continue providing support and monitoring network problems Tasks • • •
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 • Continue providing support and monitoring network problems Tasks •

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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 • Continue providing support and monitoring network problems 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 • Continue providing support and monitoring network problems 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 • Continue providing support and monitoring network problems 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 • Continue providing support and monitoring network problems 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 • Continue providing support and monitoring network problems Tasks •

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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 • Continue providing support and monitoring network problems 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: