Preliminary Communication Preparation Project

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My name is Jean Louis and I am author of the Preliminary Communication Preparation Project. Project is assigned to applicants with the purpose to meet qualified people for some of planned businesses. Your completion of this project qualifies **you** for some of introductory executive positions.

Chapter 1. About the Preliminary Communication Preparation Project

The accomplishment of this project represents your qualification requirement and entry into position as executive **Communication and Reporting Officer I/C**.

The abbreviation *I/C* means "in charge".

Communication and Reporting Officer provisionally acts as executive who runs projects, manages people, resources and actions and collect reports and send them to senior or other executives.

In short, applicant becomes manager and starts working closely with the management of the business.

Project is completed when you get a **certificate of completion of Preliminary Communication Preparation Project**.

Project is not completed just because you maybe you have sent your reports about doing steps on the project. You still need to receive full acknowledgments and confirmation and reviews by mentor in order to really complete this project.

Your mentor may be Mr. Jean Louis or other Communication and Reporting Officer or other executive.

When doing this project, your mentor is observing your progress while you are improving your communication and reporting skills.

This is the way how we build qualified team members.

My expectation is that you complain or report to me as soon as you stumble upon any obstacle while reading this project.

> **DO THIS NOW:** Report to me that you have understood that you will tell me if you encounter any obstacle while reading this project.

> **DO THIS NOW:** If you have decided to do this project and engage in business and life opportunity, please inform your mentor now.

Chapter 2. Purpose of the project

The purpose of Preliminary Communication Preparation Project is to prepare and qualify the individual for communication, coordination and reporting while respecting basic business policies.

This project establishes communication lines between the applicant and business, it helps the applicant acquire and learn business policies, and qualifies applicant for the executive position.

> ℹ️ Report back in your own words what you have understood.

Chapter 3. Do not skip past misunderstood words

Do not skip past the words you do not understand.

If you find any word that you do not understand, you may fail doing this project or fail in doing anything else in your life.

Your mentor is expecting you to report any misunderstood word.

Clarify the words by using dictionaries or by asking your mentor about it.

Please do not skip past misunderstood words.

Consider it as primary principle and policy while doing any activity.

It is appreciated if you ask for meanings of any words and symbols that you maybe do not understand.

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3.1. Exercises

Do the following exercises **now**:

1. **Find one word anywhere in this project** document that you don't understand or maybe not understand it fully.
2. **Find a dictionary** which may be online or which may be a paper dictionary.
3. **Find the definition** for that word and clarify it.

Remember that we are always clarifying definitions of words and that same process will be applied in your future projects.

3.2. Report

You should report now on this section of this project. Not later. Do not make summary report of the whole project, but report section by section.

You are required to report back on this section of the project. Please tell me what you did during the above written exercise. You will tell me how did you clarify this word.

You are required to continue reporting on each section of this project.

You should report by e-mail please.

Please ensure that the subject of your e-mail message tells about the section of project you are reporting, for example subject could be "Report on Definitions of Words".

Always keep the subject of the e-mail message relevant to the section you are reporting.

Chapter 4. Definitions of words in the context of this project

Mentor

is the person who gave you the assignment to complete this project.

Event

something that happens at a given place and time

Report

a written document describing the findings of some individual or group

Submit

to refer to another person for decision or judgment

Coordination

the skillful and effective interaction of movements

Communication

the activity of conveying information

Communication and Reporting Officer I/C

is executive position in charge (I/C), the entry position in management of our organizations.

Geographic location

means identification of a point or an area on the Earth's surface or elsewhere.

I/C

means in charge, responsible for particular duties.

Latitude

the angular distance between an imaginary line around a heavenly body parallel to its equator and the equator itself

Longitude

the angular distance between a point on any meridian and the prime meridian at Greenwich

GNU

GNU is free software operating system for computers.

Linux

it is the kernel of the GNU/Linux operating system and Android and Replicant operating systems.

Kernel

it is the main part of the computer operating system that deals with input and output information

Android

it is operating system for computers and mobile devices that is based on the Linux kernel.

APK

Android Package is application for Android based smart phones.

Proprietary software

proprietary software does not give freedom to user to inspect the safety or to share the software, or to verify the software. Proprietor is owner of software who has interest in protecting it, usually for profit purposes. Proprietary software is made with purpose to control the user.

Free Software

is licensed freely for any recipient to use it as they wish and want. Free software may be analyzed, verified to be safe for user, and it has been made for purpose to liberate user, not to control user.

Chapter 5. Requirements for this project

Requirements for this project are following:

1. Smart phone with Android or Replicant operating system, it may be borrowed, or used while in our premises.

2. Possible access to any computer anywhere, Internet point or Internet cafe

3. Access to Internet, or papers and pen for face to face submission of reports.

4. Adequate literacy in English language.

5.1. Report back and inform mentor

Report to mentor and inform mentor which requirements you have or do not have. Resolve the problem before moving to the next step.

Chapter 6. Personal introduction

You need to send us your basic details. Please do not resend it, if you have already sent your details.

1. Send us your full name

2. Send us your birth date

3. Birth place

4. Your educational background

5. Your past experiences

6. Your skills

7. Your current city or location and region

8. Your full address, including the city

9. Your ID card or voting card scanned or other identification document

10. Submit your current employment status.

Chapter 7. Priority principle for life is "To Communicate"

ⓘ | **Communication is number one priority.**

This is not a motto or slogan only.

You are supposed to use this principle as a rule and as a policy in the life and in our business.

ⓘ | **Communicate.**

ⓘ | **Please communicate.**

It means that in case of any trouble, you are advised to communicate.

It means that before any action you may think it is good to do, you are advised to communicate and to coordinate your actions.

We use communication for better coordination.

Please communicate.

7.1. Exercises

Complete these exercises and submit the report back to your mentor.

1. Explain in your own words what does it mean "to coordinate".
2. Provide example on how you are going to coordinate your actions with other team members.
3. Ask and receive from mentor "Policies on Practical Coordination".
4. Submit the report on the above 2 points and continue doing so in each section of this project.

Chapter 8. How to do this project

1. First read the whole project and find any misunderstood words. Then clarify all the words and their meanings. Communicate with your mentor to receive help on clarifications.

   After reading, report to mentor. You are required to report on your actions frequently, without being reminded.

2. Communicate with the mentor of this project about the misunderstood words until all words have been clarified.

3. Always do one step after the other step.

4. Do not wait for the confirmation from mentor and continue doing next steps. The mentor may bring you back to some step that need corrections.

5. If mentor tells you to hold on until you finish certain task, then finish the task well before continuing on the next step.

6. Report on each step of the project.

7. Do not skip any steps of the project.

8. Complete fully one step and then go over to the next step.

9. When communicating, be specific, detailed, particular. Avoid generalities.

10. If you have any problems or questions on how to handle any of the steps of this project please contact your mentor.

8.1. How to report

This is the method of reporting:

1. You are reporting by e-mail or in written form.

2. Do not attach files, write reports as the e-mail text.

3. If no e-mail communication is available, or you are close to mentor, reports relating to this project may be written on plain paper, or on this project document papers, and given to the mentor face to face.

4. Write the subject of the e-mail to be the title of the section of this project and be sure to include the section number. In case of paper reporting, for each report, use separate sheet of paper with the title of the section of the project you are reporting.

5. Write down the report on what you did based on the steps of the project section.

6. Always include your own geographic location, the location where project steps have been conducted, the time and date, and which people have been involved.

7. Report on each section of this project.

8.2. How to report on events

During the future employment you may be required or assigned to report on each event.

Event is something that happens at a given place and time.

Event must be relevant to the business or project you are doing.

For example, if you are to move to city named Berlin in Germany, before moving to a bus station, you would send e-mail to your senior and inform senior that you are moving to bus station, or if you bought the ticket to city Dar es Salaam, you would inform me your senior that you bought the ticket, or that you have arrived arrived to destination, and so on for any other relevant event.

> **i** Reporting on events is very much wanted and appreciated and that is exactly what is needed and wanted from you.

That is how you can make long term business relation with us.

You would inform me of those events that are updating your location, events of people you are meeting, any accidents, any relevant calls, and similar other events.

8.3. How to make pictures

1. For reporting purposes you have to learn basics of photography. Most probably you may be using smart phones to make pictures.

2. Always ask people for approval to make pictures if there are any people involved.

3. Pictures have to be done in a horizontal manner and not vertical manner. Your phone or camera shall be held horizontally while making a picture. Not diagonally, and not vertically. Vertically made pictures are common as that is how people use the phone. However, for reporting purposes we have to use exclusively horizontally made pictures.

> **i** Send a picture right now, to prove that you understand this point.

Chapter 9. What will you achieve with this project

1. You will properly establish communication lines with mentor and team
2. You will learn how to coordinate better your activities with other other team members.
3. You will know how to write and submit daily and event reports.
4. You will learn how to practically complete project steps.
5. You will learn activities related to geography and orientation.

Chapter 10. Communication Steps

1. You need to be able to use an Android or Replicant based phone, but it could be also from your friends or borrowed. We will not provide an Android phone at this stage and for a single project.

   Once project have been finished, and reports are well done, we will be meeting and brainstorming. Then we shall use company devices during any business.

   Alternatively, you may use computer and skip several steps where phone is required.

2. Go to https://www.androzic.com

   a. Locate the APK files of Androzic application.

   b. Download the Androzic application.

   c. Install Androzic.

   d. Locate the pin icon.

   e. Move around your home and go to various points of interests, such as the shop, bakery, restaurant, welder, anything you wish.

   f. Record a way-point in Androzic and designate the name to the way-point.

   g. Share each such way-point from Androzic to the mentor.

   h. Repeat this step until you get approval to move on with the project.

3. Go to https://www.f-droid.org and install the F-Droid application.

   a. Update repositories.

4. Install application: Silence

   a. Replace the former standard application on the smart phone with Silence.

   b. Send one encrypted SMS message to other team member and make sure that you can spot indications that the SMS message was encrypted.

   c. Send screenshot of the encrypted message to the mentor of this project.

5. By using the application F-Droid install the application K-9 for e-mail communication.

   a. Ask the mentor of this project to send you the e-mail settings.

   b. Receive your password by SMS, or encrypted SMS or by phone call or other way that is not e-mail communication line.

   c. Setup the e-mail communication and send several e-mails to the mentor until your e-mail communication standard have been approved in accordance with company policies.

6. Install application: OpenKeychain

   a. By using your e-mail settings establish your secret and public key. Make sure that your password is not simple word but complicated password.

   b. Ask the mentor to send you his public key.

   c. Import the public key into the application.

d. Call the mentor and ask for the fingerprint of his public key.

e. Verify that the public key has the same fingerprint as the one that you have heard from mentor by phone or face to face.

f. Send your first encrypted e-mail to the mentor.

g. Receive your first encrypted e-mail from the mentor.

h. Make backup of your secret and public key. Remove the backup from your phone to computer, or store it on special memory card if you have such.

i. In the settings of K-9 e-mail application, under cryptography, designate OpenKeychain as main application.

j. Choose your private key in the K-9 cryptography settings for your account.

7. Ask the mentor to send you policies on encryption and safety of communication lines, and then all other policies of doing business with us, then read it and report back on your acceptance of those policies.

8. Install application: Conversations which is for chat purposes.

a. Ask the mentor to send you the settings for the Conversations application.

b. Start communicating with your mentor.

c. Remove the encryption as we are using encrypted line, but not all devices will support the same type of encryption as this application Conversations.

9. Install application: OsmAnd\~

a. Record your location or any location as a way-point.

b. Assign way-point to the category "Preliminary".

c. Share the way-point from OsmAnd\~ application with the mentor.

d. Assign several other way-points around your home to the same category.

e. Share the whole category of recorded way-points to the mentor.

f. Repeat this task until the mentor approves you to move forward with the project.

10. Install application: Equate

a. Convert 12 meters to feet on the application Equate and report back to mentor.

b. Convert 200 US dollars to Tanzanian shillings and report back the result to mentor.

c. Convert 10 hectares to square meters and report back to mentor.

11. Install application: OI File Manager

a. Go into the folder **Androzic/data** and locate the file myWaypoints.wpt

b. Send the file to the mentor.

12. Report to mentor the list of installed applications.

13. Ask mentor which other applications are to be installed

Chapter 11. Additional project steps

1. Research the Internet and https://www.openstreetmap.org and find out where is your country located.

2. Share the link of your country from OpenstreetMap with your mentor by e-mail.

3. Find out where is capital city of your country and share the link with the supervisor.

4. Find out where is the second largest city of your country and share the link with the supervisor.

5. Find out where is the largest lake in your country and share the link with your supervisor.

11.1. Learn about free software

1. Visit the https://www.gnu.org and read about the GNU project.

2. Understand what is free software and 4 software freedoms, submit report back about your understanding.

3. Submit report back why proprietary software should not be used and discuss it so long with supervisor until understanding have been achieved.

4. Make sure that no proprietary applications are installed on the company phone. What you do on private phone is not concern of the business. Business phone is then assigned to Communication and Reporting Officer I/C.

Chapter 12. Finalize report

1. If there are any reports that you have not finished as given by this project, please finish the reports first and send it by e-mail or submit on paper face to face.

2. Once you have finished sending or submitting reports, and all the pictures, send us your confirmation that you have finished the project.

3. This project is test project and there is no payment.

4. Tell to mentor of any success by doing this project.

Chapter 13. Expected Qualification Skills

These are expected qualification sills for every Communications and Reporting Officer I/C.

These skills may be well understood by doing the Preliminary Communication Preparation Project.

By sole reading of the Preliminary Communication Preparation Project these skills can't be well understood.

Please do the project and attain these skills.

1. Person is able to communicate by using company e-mail address;
2. Person is able to communicate by using encrypted SMS communication;
3. Person is able to communicate by using company chat network;
4. Person has thoroughly demonstrated to be able to send reports on events;
5. Person has started sending daily reports.
6. Person is able to send geographic locations and GPX tracks.
7. Person understands how to execute projects to reach project purposes.

Chapter 14. When is this project completed?

Project is completed when you have got expected qualification skills and received certificate of completion.

1. Receive **Certificate of Completion of Preliminary Communication Preparation Project** by your mentor. Consider project finished only when you have got the certificate.

Chapter 15. Contact Information

Mr. Jean Louis

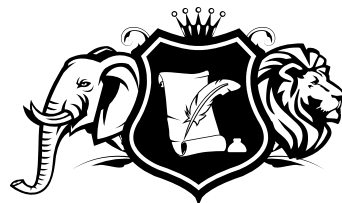Phone: +256706271008

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