

Ford Romania Internship Program

Project Work Plan



Function Name:	Human Resources	Supervisor Name:	Marina Babara
Department Name:	Human Resources	Supervisor CDSID:	mbabara
Assignment Location:	Craiova	Supervisor Position#:	Manager HR

Project Description

The student will be part of a cross functional project designed to support the collection of data about the Company's history and its products.

The aim of the project '*Produce a book for employees charting the history of the Plant*' is to create a book that presents the whole history of the plant since 1976 until now and its products all over the years, as well as its importance in the region and its impact on the local community.

Measurable Objectives

- The new reporting tool has to provide information related to the Company's history since 1976 and its products until the present times, as well as a complete overview of its products.
- The tool also needs to highlight gaps identified when collecting data.
- Reporting tool needs to include pictures to provide meaningful information and to be structured in such manner to be easily understood.

Expected Major Contributions

- The student will work together with the Human Resources manager to identify potential data gaps and find solutions to collect all data required to prepare the book illustrating the Company's history.

Expected Benefits to Intern

- Get knowledge of the whole Company's history, in terms of development and products.
- Exposure to a wide variety of business related activities.
- Be a part of a dynamic team and of cross functional project.

Intern Qualifications (schooling, work experience, major)

- Must be studying for Economics or Business related degree.
- Have a high level of English and computer skills including knowledge of Microsoft Office (Excel, Word and PowerPoint).