

2023 IT Division Internship Program

IT Division – Project Coordination for BMS Project

A. Program objective

Project management is the act of planning, organizing, and managing a project in order to achieve a predefined goal or outcome. And project managers are responsible for ensuring that projects are completed successfully; a project coordinator handles administrative tasks and other assigned tasks for the project manager and team members to keep the project running smoothly.

▪ Team overview

The Solutions Delivery team works closely with their assigned divisions/departments to create and maintain operational applications.

One of the projects currently being undertaken by the Solutions Delivery team is the BMS project. It is now undergoing preparations to rollout starting March 2023 until first quarter of 2024, with the objective of replacing the legacy POS system of PCDSI.

▪ Participant's Role

The intern's role will be as Project Coordinator for the BMS project. He/she will be working with the IT Business Partner for Commercial Operations and Marketing, BA and BMS Champ leads of BMS and other technology personnel, and internal business stakeholders to coordinate people and processes to ensure that the project is delivered on time and produce the desired results.

B. Preferred Courses

Computer Science, Information Technology, or similar field

C. Supervision

Intern will be supervised by the IT Business partner for Commercial Operations and Marketing, BA and BMS Champ leads of the project.

D. Daily Workload

▪ Participant tasks will include (but may not be limited to):

1. Coordinate project activities and resources
2. Organize and participate in meetings
3. Monitor project progress and provide regular update to stakeholders
4. Document, monitor and follow through on actions, decisions, issues and risks
5. Update project documentation
6. As needed, assist in business requirements creation to address user requirements
7. As needed, assist in developing management of change process(es) for the effective deployment of BMS
8. Assist in monitoring and documentation of the rollout activities of the BMS project including but not limited to assistance in flight booking, hotel accommodations and consolidation of documents for cash advances and reimbursements

9. Assist in providing knowledge base documents and materials for BMS.
10. Assist in trainings of associates (new and existing) for BMS functions and modules.

E. Capstone Project(s)

- **Key deliverables by the end of the program are:**
 1. Up-to-date project documentation (meeting minutes, progress update reports, decision / action / issue / risk logs, administrator and user guides, etc.) organized in a single repository
 2. Successful monitoring and consolidation of BMS related activities (especially Cas), up to monitoring in filing in the system.
 3. Documentation of management of change process, if any

F. Skills / Knowledge participants will acquire

The intern will gain some basic skills of project management (schedule management, communications management, stakeholder engagement, resource management, scope management).

If assigned to tasks related to BMS activities, attention to details, deployment experiences, training of users would be gained.