

Project Management Internship

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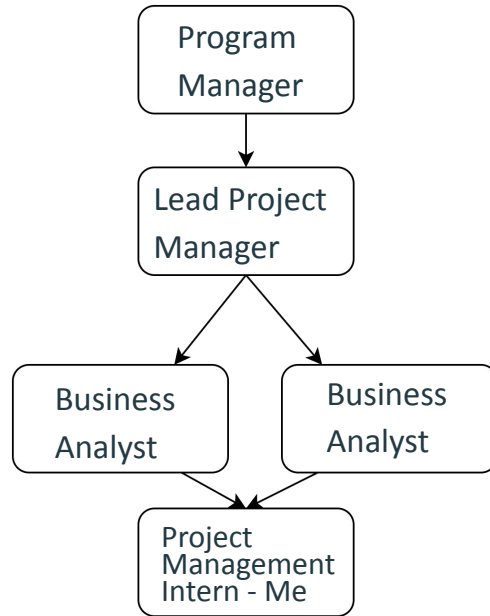
Group 30

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Abstract

My project is about my internship with Northwell Health, my official title is IT&S Project Management Intern. Northwell Health is a nonprofit integrated healthcare network that is New York State's largest healthcare provider and private employer. My daily tasks include of preparing documentation containing process flows, business requirements, functional specifications, test scripts, executing test scripts, and performing data validation. In addition, I also assist various stakeholders like business analysts, project managers, and developers with incoming tasks, handling technical support requests, and crafting SQL queries. I plan to keep on learning the technical and business aspects of the role.

My Team's Structure



Team Members' Responsibilities

All roles collaborate and interact with each other.

The program manager makes sure everyone is meeting their deliverables, oversees the team, and provides guidance.

The Lead Project Manager is responsible for most of the project's documentation and communication with clients.

The Business analysts are in charge of reports, development, tests, technical support, and support requests.

The Project Management Intern is working with all team members, shadowing and helping with tasks.

More Details About the Daily Work

We work with a project management application called Unifier, which is where we create/update business processes, handle support requests, approve projects and oversee business information.

The tools used for work:

- Microsoft Teams and Outlook for communication
- Unifier
- SharePoint for sharing documents
- Excel for crafting reports
- Miscellaneous applications for managing tickets and permissions

Tentative schedule

Since at my internship, I mostly work on various incoming tasks, I put a picture of my GitHub task board with the class' deliverables, each task includes checklist items with all that needs to be submitted at that point in time.

