**Intern Information**

* **Name:** Dax Shah
* **Business Unit/Function:** Round Lake DD&T
* **Position:** DD&T Intern
* **Manager:** Brad Cooper
* **Internship Period:** 02-JUN-2025 to 22-AUG-2025

**Purpose**

This document serves as a collaborative tool between interns and managers to establish clear objectives, expectations, and development opportunities for the summer internship program. Goals should be reviewed regularly and adjusted as needed throughout the internship.

**SMART Goals Framework**

All goals should follow the SMART criteria:

* **Specific:** Clearly defined and unambiguous
* **Measurable:** Include concrete metrics to track progress
* **Achievable:** Challenging yet attainable within the internship timeframe
* **Relevant:** Aligned with department objectives and intern's career interests
* **Time-bound:** Have specific deadlines within the internship period

**Core Project Goals (2-3 goals)**

*These goals relate to the main projects or deliverables expected during the internship.*

**Goal 1: Digital Batch Board Prototype**

* **Description:** Ideate, experiment, build, test, and demonstrate a prototype software solution which integrates Round Lake EBM system data into a digital signage solution which would be displayed on the manufacturing floor. The final system will be GxP validated, however during the internship the goal is to build a working prototype which can then be extended into a full solution by Takeda in the future.
* **Key Deliverables:**
  + Create sample code which can perform the required steps to gather data, organize it, and place it in a digital location which can be displayed by the digital signage solution.
  + Receive input and approvals from the Manufacturing and Quality teams on the output of the digital signage display.
  + Setup any necessary software components to support the prototyping of the solution.
* **Success Metrics:** A live demonstration of the system will be given to the users of the system, and as part of Dax’s internship presentation at the end of the internship program.
* **Timeline:** Milestones will be defined as ideation and experimentation leads to a potential solution. The demonstration of the prototype will be given during the final internship presentation.
* **Resources Needed:** Access to various software solutions, a network connected server to run any standalone components, a Brightsign device to test with. Input from experts at the site including but not limited to DD&T, Manufacturing, and Quality experts.

**Goal 2: Document the prototype and path forward to complete the final Digital Batch Board**

* **Description:** Since the main project is a prototype, there will still be work to complete for a final solution after the internship program ends. Dax should provide insight and documentation as to what tools he has setup and configured, and an approach to completing the project in the future along with any documented conversations regarding the future validation of the system to ensure Takeda resources can complete the final software product in the future.
* **Key Deliverables:**
  + Documentation of any configurations, software tools/systems, database queries, scripts, and any other materials used to create the prototype.
  + Any necessary documentation or notes regarding the approach for all custom programmed elements of the solution for Takeda to replicate his success in his prototyping effort.
* **Success Metrics:** Documentation and materials are provided to the Round Lake DD&T Team prior to Dax’s internship program ending.
* **Timeline:** Delivery prior to 22-AUG-2025
* **Resources Needed:** Dax’s laptop should contain all necessary tools to create documentation.

**Skill Development Goals (1-2 goals)**

*These goals focus on professional or technical skills the intern aims to develop.*

**Skill 1: System design**

* **Current Level:** Intermediate
* **Target Level:** Intermediate
* **Development Activities:**
  + Dax will review with system owners such as EBM and validation team members to understand how to initiate and document computer system design at the site.
  + Dax will create initial system design documentation with support from manager and other technical experts on the DD&T team.
* **Success Indicators:** Dax will be able to demonstrate an understanding of the requirements and process and will have completed the initial documentation on his own with review from Takeda experts.

**Skill 2: Computer System Validation knowledge**

* **Current Level:** Beginner
* **Target Level:** Beginner
* **Development Activities:**
  + Dax should meet with DD&T validation experts to review the Takeda SDLC and aSDLC, and to shadow during key meetings and real-world practices of following these procedures.
  + Dax should meet with computer system validation team members such as Reinaldo Perez and Saima Syed to understand the role that validation and quality play in the process. He will then gain a deeper understanding of what requirements need to be met by the solution he is designing such that his work can be progressed into a final solution by Takeda.
* **Success Indicators:** Dax will be able to explain how his solution can be validated in the future (he will not perform any validation activities).

**Learning & Exposure Goals (1-2 goals)**

*These goals relate to understanding the organization, industry, or specific business functions.*

**Learning Goal: MES System Overview**

* **Knowledge Sought:** EBM architecture, design, and support
* **Learning Activities:**
  + Dax can meet with Elton Ramos to learn about the global EBM program
  + Dax can meet with Eddy Leleux, Brice Geva to discuss technical support of the system
* **Application:** Dax can use this knowledge to ensure his solution is ready to integrate with the production system.

**Networking & Relationship Building**

* **Key Stakeholders to Connect With:**
  + Jeremy Ames
  + Steven Lepley
  + Saima Syed
  + Reinaldo Perez
  + Dezz Turner
* **Networking Opportunities to Pursue:**
  + Parag Dave – Head of DD&T Covington
  + Steven Volz – Digital Delivery Covington

**Check-in Schedule**

* **Weekly Check-ins:** Tuesdays, 1:30pm CST
* **Mid-internship Review:** 11-JUL-2025
* **Final Evaluation:** 20-AUG-2025