

# Ford Romania Intern Program Internship Workplan



<b>Project Name:</b>	Turn Outlook into a Project Management Tool with OneNote Integration	<b>Supervisor Name:</b>	Costi Circiumaru
<b>Department Name:</b>	IT	<b>Supervisor CDSID:</b>	ccircium
<b>Assignment Location:</b>	Craiova	<b>Supervisor Position#:</b>	IT Manager

## Project Description

Integrate Microsoft Outlook tasks and Microsoft OneNote to better manage the complexities of the multiple projects

## Measurable Objectives

- Create projects in One Note using :
  - Outlook tasks
  - To do lists

## Expected Major Contributions

- Get more productivity;
- Better visual control of project layout;
- In case of more projects going on at once, you can focus in on a specific project.

## Expected Benefits to Intern

- Keep task records organized;
- Better manage the complexities of the multiple projects

## Intern Qualifications (schooling, work experience, major)

- Knowledge of Microsoft Office tools;
- Demonstrate ability to work with others in a team environment