Ford Romania Internship Program
Project Work Plan

Project Name:	Distribution list	Supervisor Name:	Costi Circiumaru
Department Name:	Purchasing IT	Supervisor CDSID:	
Domain of Project:		Supervisor Position#:	Manager

Project Description

Creating Outlook distribution lists from Excel file and share them via SharePoint or email

Measurable Objectives

- Distribution list
- Reusable in Outlook or Share point

Expected Major Contributions

- Find easy way to export existing contacts and create distribution list

Expected Benefits to Intern

- Share info between teams

Intern Qualifications (schooling, work experience, major)

- MS office package
- Outlook