

# Ford Romania Internship Program Project Work Plan



<b>Project Name:</b>		<b>Supervisor Name:</b>	
<b>Department Name:</b>		<b>Supervisor CDSID:</b>	
<b>Domain of Project:</b>		<b>Supervisor Position#:</b>	<b>Manager</b>
<b>Project Description</b>			

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 contracts and create distribution list

## Expected Benefits to Intern

- Share info between teams

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

- MS office package
- Outlook