

SMARTER UNIVERSITY IBM DC BRNO INTERNSHIP PROGRAM, RUN AUTUMN 2015

PROJECT MANAGEMENT PROJECTS



Internship in IBM DC Brno	Project 1.
Name of manager	Mahmoud Nassar
Department title & your team	Domino, Exchange and Middleware team - 2 level of support
Name of mentor/supervisor	Veronika Cechalova
Name of project/position	<b>Workload measurement/improvement/reduction for the team</b>
Specification of the project/position	To check with all team members, what is in scope, what has to be done and analyze what could be improved/reduced from existing workload, work out the overview of improvement
Criteria of success	Providing solution for improving and reducing the workload
Description of roles	<b>This is a project management position type.</b> Person on this role will have a key role in defining of work processes. <b>Main phases of role:</b> Identifying of current workload Analyzing what can be improved, simplified, automated Track the project progress and drive the completion
Required skills	MS Office skills Analytical thinking Self-driven and innovative approach Ability to coordinate tasks/people Good time management Basic IT knowledge
Number of students per position	2
Will project evolve to Future Employment?	yes

Internship in IBM DC Brno	Project 2.
Name of manager	Martina Schusterova
Department title & your team	Service Management team, 01F27 dept The scope: incident management, problem management, change management
Name of mentor/supervisor	Martina Schusterova, Petr Hanulik
Name of project/position	Service Management, Service Leader support
Specification of the project/position	<p><b>Service Leader support role</b> <i>Supporting Service Leader with tasks and activities on daily bases. Improving communication with team members, chairing department meetings. Setting up department Dashboard structure. Working with IBM communicational channels.</i></p> <p>Social media is one of the strategic technologies used within IBM to support the remote team collaboration cross teams, locations, and geographies. Corporate communication tools as IBM Connections, intranet portals are current trend. The position brings opportunity for a student to get familiar with the social media at IBM, learn its functionalities and set up. The goal for the student will be to create, develop, design, and feed up the connections community the team.</p> <p>The benefit for the student is to learn the social media IBM sells to our clients, get insight in the area of the key service management areas.</p>
Criteria of success	Valuable support Professional communication Time saved Innovative approach Structured team Dashboard on Connections
Description of roles	The role combines <b>management support, project management skills</b> . Person on this role will have a key role in supporting Service Leader with her daily tasks. Monitor team activities and resolve ad-hoc issues. Working with important documents and IBM communicational channels. Gather important information and feedback from team.
Required skills	Self-driven and innovative approach Responsibility Ability to coordinate tasks/people Team Communication Analytical thinking MS Office
Number of students per position	1
Will project evolve to Future Employment?	yes

Internship in IBM DC Brno	Project 3.
Name of manager	Václav Špok
Department title & your team	Education team
Department code	1R19
Name of mentor/supervisor	Michal Chromčák
Name of project/position	<b>Junior Project Manager @ Mobile education</b>
Specification of the project/position	<p>We are looking for a student with project management knowledge and fluent English language who will participate on managing Mobile Education program.</p> <p>We have many junior employees eager to learn new skills - we aim to provide them mobile way how they can study when and where they want. We have part of this content available and we would like to build dedicated Mobile Education program.</p> <p>Student will have opportunity to realize ideas which will support:</p> <ul style="list-style-type: none"> <li>• the creation of environment for employees for permanent development and improvement of the knowledge in order to continual improvement of effectiveness of service delivery</li> <li>• creating opportunities to informal socialization and teambuilding</li> <li>• creating environment for enabling of transferring knowledge among employees</li> </ul> <p>We also have several ideas for 2015 to support the purpose of learning, learning conditions or learning content enhancement on which students can learn new things and use on potential</p>
Description of roles	<p>This is junior project manager position type. Person on this role will have a unique opportunity at improving knowledge about how to be mobile to more than 4000 employees, to get important contacts and participate on strategy creation and project management.</p> <p>Main phases of the role:</p> <ol style="list-style-type: none"> <li>I. Prepare project plan (stakeholders, strategy, time, cost, quality, communication channels, risks, ...)</li> <li>II. Run and manage project (feedback, promotion, reaction on current situation)</li> </ol>
Required skills	<p>University student at 3-5 school year. <b>Suitable for SSME study program or other project management based programs.</b></p> <p>Self-driven, innovative approach, agile, project management basics, soft skills basics</p> <p>Nice to have - Experience with project management, project management certification, IT background</p>
Number of students per position	1

Internship in IBM DC Brno	Project 4.
Name of manager	Václav Špok
Department title & your team	Education team
Department code	1R19
Name of mentor/supervisor	Michal Chromčák
Name of project/position	<b>Project Administrator at Education Team</b>
Specification of the project/position	<p>We are looking for a student with English language who will participate on project of moving instructor led education into alternative from (e-learning, mlearning, webcast, screencast).</p> <p>Student will have opportunity to realize ideas which will support:</p> <ul style="list-style-type: none"> <li>• the creation of environment for employees for permanent development and improvement of the knowledge in order to continual improvement of effectiveness of service delivery</li> <li>• creating opportunities to informal socialization and teambuilding</li> <li>• creating environment for enabling of transferring knowledge among employees</li> </ul> <p>We also have several ideas for 2015 to support the purpose of learning, learning conditions or learning content enhancement on which students can learn new things and use on potential</p>
Description of roles	<p>This is project administrator position type. Main tasks would be coordination of tasks &amp; people in order to change education habits of classroom based to alternative way and enable education from anywhere based form. As payback student will get important contacts, participate on strategy creation and project management experience.</p> <p>Main phases of the role:</p> <ol style="list-style-type: none"> <li>I. Identification of courses to be transformed</li> <li>II. Pilot project for transformation</li> <li>III. Plan &amp; realization of other courses transformation</li> </ol>
Required skills	<p>University student in 3-5 school year.</p> <p>Self-driven, innovative approach, agile, communicative</p> <p>Nice to have - Experience with project management, project management certification</p>
Number of students per position	1


<b>Internship in IBM DC Brno</b>	<b>Project 5.</b>
<b>Name of manager</b>	Michal Macoun
<b>Department title &amp; your team</b>	IGA EMEA New Business Team
<b>Name of mentor/supervisor</b>	Agne Barcyte
<b>Name of project/position</b>	Finance management plan improvement project
<b>Specification of the project/position</b>	Finance management plan improvement project - Enhance and re-work existing finance management plan to user and PM friendly step by step guide - Create Videos and tutorials for Basic finance education for PM team
<b>Criteria of success</b>	Time saved for program managers, portfolio managers Increasing of satisfaction of PM community Increasing of quality of finance management
<b>Description of roles</b>	Update and re work finance management plan to user ( PM) friendly community - web interface. Review/Analyse existing finance materials Review/Create finance tutorials Create instructions Create Video's
<b>Required skills</b>	Finance background ( knows how to do math 1 + 1) Work individually Creativity on creating video's, tutorials Ability to learn and absorb information quickly
<b>Number of students per position</b>	1
<b>Will project evolve to Future Employment?</b>	yes

Internship in IBM DC Brno	Project 6.
<b>Name of manager</b>	Michal Macoun
<b>Department title &amp; your team</b>	IGA EMEA New Business Team - Project Office
<b>Name of mentor/supervisor</b>	Jan Lakatos
<b>Name of project/position</b>	Knowledge Database
<b>Specification of the project/position</b>	<p>The department's current "Newcomers' Guide" is only aimed at newcomers, introducing the very basics of day-to-day responsibilities and the available tools. However, existing employees have little incentive to visit the guide and use it for reference. Furthermore, the topics included in the guide do not cover all the topics a newcomer might be interested in.</p> <p>Therefore we are starting an initiative to create a new "Knowledge Database" - a centralized repository, which will offer not only newcomer-related information, but also general tips, best practices and how-tos related to various tools, processes and topics concerning newcomers, project and program managers and the project management office.</p> <p>The scope of the internship project includes establishing the new platform, migrating the existing Newcomers' Guide data into it, creating an initial section for Project Office-specific topics and presenting the project to the department's project management community.</p>
<b>Criteria of success</b>	The new platform will provide time-saving when onboarding newcomers (~10 hours saved on both the newcomer and their mentor's side), as well as time-saving for people searching for information (~2 hours saved monthly per user).
<b>Description of roles</b>	<p>The intern will become a part of the department's Project Management Office (PMO). They will also be in touch with a cross-country project management team.</p> <p>The main responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Revising existing Newcomer's Guide information</li> <li>• Collecting and structuring new content for the Knowledge Database</li> <li>• Influencing the Knowledge Database's overview structure</li> <li>• Communicate with members of the PMO and the PM team</li> <li>• Present the project to the global team</li> </ul>
<b>Required skills</b>	<ul style="list-style-type: none"> <li>• Upper-intermediate English</li> <li>• Analytical and innovative thinking</li> <li>• Detail orientation</li> <li>• Communication skills</li> <li>• Basic HTML experience</li> <li>• Eye for design</li> </ul>
<b>Number of students per position</b>	1
<b>Will project evolve to Future Employment?</b>	yes?

Internship in IBM DC Brno	Project 7.
<b>Name of manager</b>	Michal Macoun
<b>Department title &amp; your team</b>	IGA EMEA New Business Team - Project Office
<b>Name of mentor/supervisor</b>	Ladislav Vasek
<b>Name of project/position</b>	GeCEP Tracker upgrades
<b>Specification of the project/position</b>	This project is about designing & developing new upgrades for a current tool, which is used for tracking projects and financial data from AT&T. Upgrades will be aimed at creating new reports, project overviews or data export options. This will save time for IGA EMEA team members and enable us to spread this tool to more users in IBM around the world.
<b>Criteria of success</b>	Successful implementation of new upgrades to the current tool, creating work instructions and presentation of these upgrades in front of the team.
<b>Description of roles</b>	Student will be responsible for designing & developing new upgrades. For this task he will have full support and guidance from current PO member. Besides that he will be a regular member of the PO team, with the opportunity to shadow a Project Office administrator, join team meetings and see how Project Office in IBM works.
<b>Required skills</b>	Programming background or VBA programming experience Advanced MS Excel knowledge Creativity & Reliability Communication Skills Upper-intermediate English
<b>Number of students per position</b>	1
<b>Will project evolve to Future Employment?</b>	yes

Internship in IBM DC Brno	Project 8.
Name of manager	Michal Macoun
Department title & your team	
Name of mentor/supervisor	Alan Kvapil
Name of project/position	Junior Project Manager - IBM Verse project
Specification of the project/position	<p>As part of IBM's strategy to move to the cloud and in support of IBM's Smart Cloud for Social Business (SC4SB) service, IBM is transitioning its users to Smart Cloud Notes (SCN) and subsequently, to IBM Verse.</p> <p>Project objective is to migrate all EMEA IBMers to Cloud by end of this year. Exceptional chance to be part of major project roll out phase.</p> <p>Student in this position will support experienced Project Manager in daily migration activities of key IBM strategic project to roll out IBM Verse in EMEA.</p>
Criteria of success	<p>Reporting metrics are accurate</p> <p>PM effort saved 10h/week</p>
Description of roles	<p>In this role, the candidate will support project manager directly in his daily activities.</p> <p>Main phases of role:</p> <ul style="list-style-type: none"> <li>IBM environment on-boarding</li> <li>Get to know project processes and background</li> <li>Work with mentor on required activities</li> <li>Take over required activities (data collection, reporting)</li> <li>Gather feedback and prepare suggestions for improvements</li> <li>Regular checkups on progress with mentor/manager</li> <li>Mentoring and improving skills in project management</li> </ul>
Required skills	<ul style="list-style-type: none"> <li>Analytical thinking</li> <li>MS office skills including Excel macros and functions</li> <li>Self-driven and innovative approach</li> <li>Good time management</li> <li>Sense for end user satisfaction</li> <li>Attention to detail</li> <li>English intermediate</li> </ul>
Number of students per position	1
Will project evolve to Future Employment?	yes



Internship in IBM DC Brno	Project 9.
Name of manager	Vladimir Litvaj
Department title & your team	Communications & Branding team
Name of mentor/supervisor	Darina Hlavicova, David Belinko
Name of project/position	Communications & Brand / Communication specialist
Specification of the project/position	<p data-bbox="711 352 1380 384">Support of Communication &amp; Brand strategy in IBM Brno.</p> <div data-bbox="883 436 1289 730" style="text-align: center;">  </div> <p data-bbox="711 779 1463 1020">Main purpose of this project is to improve communication strategy by working on interesting projects (company newsletter design, Site projects on branding, Job role video library, internal &amp; external Social media and other). You will have a unique opportunity to understand what is this work about, how we work locally and globally (with our international colleagues), you will understand whole process of internal and external communication.</p> <p data-bbox="711 1052 1463 1142"><i>"Nothing can bring disaster more rapidly to a business and to its people than a breakdown in communications and in understanding."</i> Thomas J. Watson, Jr.</p>
Criteria of success	Increase of satisfaction of our employees towards our communications and branding materials, increase of their perception and attention, increase of engagement on internal and external social media
Description of roles	<p data-bbox="711 1266 1451 1392">This is a communication specialist position type. Person on this role will have a contributing role in defining next steps in the communication strategy for Brno site (possible further global cooperation).</p> <p data-bbox="711 1423 1419 1633">Main phases of role:  Identify communications needs on site  Work with lectors on communications projects  Study of IBM communication guidelines  Promotion of IBM strategic items through communications materials  Gather feedback and prepare suggestions for improvements</p>
Required skills	English language intermediate Self-driven and innovative approach Creativity Good time management Sense for detail Interest and basic experience at communications field
Number of students per position	1

Internship in IBM DC Brno	Project 10.
<b>Name of manager</b>	Vladimir Litvaj
<b>Department title &amp; your team</b>	Communications & Branding team
<b>Name of mentor/supervisor</b>	Darina Hlavicova, David Belinko
<b>Name of project/position</b>	Good design is a good business / Graphic designer
<b>Specification of the project/position</b>	<p>Support of branding strategy in IBM Brno.</p> <div data-bbox="875 537 1333 709" data-label="Image"> </div> <p>"Good design is good business" Thomas J. Watson - that is our slogan and so we want to fulfil it. We would like to improve branding on our site through posters, email announcements, newsletters and other platforms to get more engagement from our employees (more attention and more participation) and improve perception of IBM for client &amp; external visits. This is a great opportunity for graphic designer student who would like to participate on branding strategy in our international company.</p>
<b>Criteria of success</b>	Increase of satisfaction of employees towards branding materials, increase of their perception and attention, increase of engagement on internal and external social media
<b>Description of roles</b>	<p>This is a graphic designer position type. Person on this role will have a contributing role in defining next step in the brand development for Brno site (possible further global cooperation).</p> <p>Main phases of role:  Identify needs on site  Work with lectors on branding/marketing projects  Study of IBM branding guidelines  Promote branding strategy through this materials  Gather feedback and prepare suggestions for improvements</p>
<b>Required skills</b>	Graphic designer Work with Adobe products (InDesign, Photoshop, etc...) Self-driven and innovative approach Creativity Good time management Sense for detail Interest and basic experience at design
<b>Number of students per position</b>	1

Internship in IBM DC Brno	Project 11.
<b>Name of manager</b>	Pavla Chaloupkova
<b>Department title &amp; your team</b>	T&T and Project Services - Project Management Office (dept.01J05) - support of all different projects
<b>Name of mentor/supervisor</b>	Martin Gloss, Elvin Mansimov
<b>Name of project/position</b>	Junior Project Office Manager - T&T and Project Services
<b>Specification of the project/position</b>	<i>Continuous improvement of T&amp;T PMO communicational channels working with IBM Social Media - developing Communities and creating monthly PMO [Project Management Office] Newsletter capturing f.e. team project's statistics, introducing team members, success stories, news and updates and participating in T&amp;T and Project Services PMO daily tasks and activities.</i>
<b>Criteria of success</b>	more professional communication increasing of the quality of communicational channels time saved positive feedback from employees
<b>Description of roles</b>	This is project management position type. Person on this role will have a key role in defining the communication plan and tune up T&T PMO social media. Monitor progress and resolve ad-hoc issues, drive the completion of transformation Gather feedback and prepare suggestions for improvements
<b>Required skills</b>	Self-driven and innovative approach Ability to coordinate tasks/people Interest and basic experience at setting up Team Communication Analytical thinking Basic HTML Awareness (only as advantage) Basic PM knowledge (advantage)
<b>Number of students per position</b>	4
<b>Will project evolve to Future Employment?</b>	yes

<b>Internship in IBM DC Brno</b>	<b>Project 12.</b>
<b>Name of manager</b>	Michaela Brandejsova
<b>Department title &amp; your team</b>	<b>Delivery Transformation (Projects Management) of projects delivered for IBM Italy</b>
<b>Name of mentor/supervisor</b>	Michaela Brandejsova
<b>Name of project/position</b>	Portfolio Project office
<b>Specification of the project/position</b>	<p>Implementation of :</p> <ul style="list-style-type: none"> <li>- Italy Delivery Transformation Wiki pages</li> <li>- New IBM Project Management tool within Italy Delivery Transformation Project Management Team</li> <li>- Reporting of Italy Delivery Transformation Team</li> </ul> <p>Delivery Transformation Wiki pages serves to whole Delivery Transformation Project Management Team. Intention is to have all relevant information in this repository to provide help to Project Managers throughout the projects delivery</p> <p>IBM Project Management tool IPWC is a strategical tool used in Project Management. Students will support the implementation of the tool in the Italy Delivery Transformation team.</p> <p>With regards to implementation of IPWC tool we will work with students on alignment of reporting structure to avoid manual data collection and utilize the automation offered by the tool.</p>
<b>Criteria of success</b>	<p>Increase of data quality covering Italy Delivery Transformation Projects.</p> <p>Reduce time spent on manual reporting.</p>
<b>Description of roles</b>	<p>This is project management position type. Person on this role will have a key role in set-up of key tools within Project Management Italy Delivery Transformation Team.</p> <p>Main phases of role:</p> <ul style="list-style-type: none"> <li>- Identify key areas</li> <li>- Work with Project Managers to understand the needs &amp; address the gaps</li> <li>- Work on the implementation</li> <li>- Monitor progress and resolve ad-hoc issues</li> <li>- Gather feedback and prepare suggestions for improvements</li> </ul>
<b>Required skills</b>	<p>Analytical thinking</p> <p>Creative thinking</p> <p>Self-driven and innovative approach</p> <p>Ability to coordinate tasks/people</p> <p>Good time management</p> <p>Sense for end user satisfaction</p> <p>Interest and basic experience at Projects Management area</p>
<b>Number of students per position</b>	2
<b>Will project evolve to Future Employment?</b>	yes