

Project Title: Global Services Project Manager Intern

1. Gain immediate exposure to fast-paced, growing and dynamic Cytiva Global Services business
2. Obtain understanding of different types of global and functional project models (e.g. new product, new offering, innovation, lifecycle) within the Cytiva Global Services, Digital / IT and Commercial functions
3. Develop and establish customized Project Execution Templates and Toolkits for update (milestone progress) review processes for Global Services, Digital / IT and Commercial projects.
4. Select specific project for intern to support as part of core team member (to be chosen based on intern candidate's interests, background experience and business need match)
5. Collaborate with cross-functional teams in a global environment to plan, develop, optimize, and execute project scope, deliverables, resources, work plans, budgets, and schedules to ensure on time project launch.

I. Project Background & Overview

Cytiva's Product/Project Framework (milestone / stage-gate process) has proven to effectively managed products throughout their lifecycle that covers product stages from "Discovery and concept" until the "end of life".

Global Services is a diversified organization where customized Project Templates / Toolkit will drive high impact for effective project rigor and execution to minimize waste, improve efficiency and achieving quality objectives to better support growth of the business.

This internship assignment will provide a structured element for an in depth understanding of the roles and responsibilities of the Project Management Office (PMO) function and also offer the internship candidate to customize their experience with the Cytiva Global Services team. (to be discussed to drive best internship experience)

II. Objectives

1. Introduction to Project Management Office (PMO)
2. Product Lifecycle Management
3. Project Lifecycle Management
 - a. Phases vs. Milestones
4. Product Portfolio Assessment
5. Core team member to progress at least 1 high-impact business project
6. PMO Best Practices, Standardized Templates / Toolkit
7. PMO Operating Mechanism and Project Execution Rigor

III. Project Scope

In-Scope	Out-of-Scope
Benchmark different types of existing lifecycle management process	Create new lifecycle management process
Develop customized Global Services PMO Templates / Toolkit from the benchmarking studies	Create new Global Services PMO Templates / Toolkit
Project Coordinator/Core team member	Project Leader

IV. Stakeholders

1. Global Services Leadership Team
2. Functional & Regional Leaders
3. Designated Project Team Members

V. Deliverables

1. Customized PMO Templates / Toolkit for various stage-gate review milestone process for Global Services, Digital / IT and Commercial projects
2. Designated high to moderate business impact project deliverables
3. More details of the deliverables will be disclosed upon internship confirmation
4. A challenging, educational, exciting and fun experience.