

Internship Overview

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Presentation Overview

1. Initial Goals
2. Procurement Projects
3. File Projects
4. Overall Takeaways



Goals Entering Fermilab



Procurement Project Overview

LCP Tracker Updates:

- Synthesize LCP Tracker and EBS data
- Contact stakeholder to gather information
- Create and update projects in software

Data Mining:

- Created sorted, and summarized reports from EBS
- Identify trends to help facilitate need for recurring purchases
- Updated expiration dates on open contracts when applicable.



Procurement Project Lessons



Business Takeaways:

Standardize
Procurements

Need for tracking
systems

Personal Takeaways:

Ability to produce
needed reports

Creating difficult
communication

File Project Overview

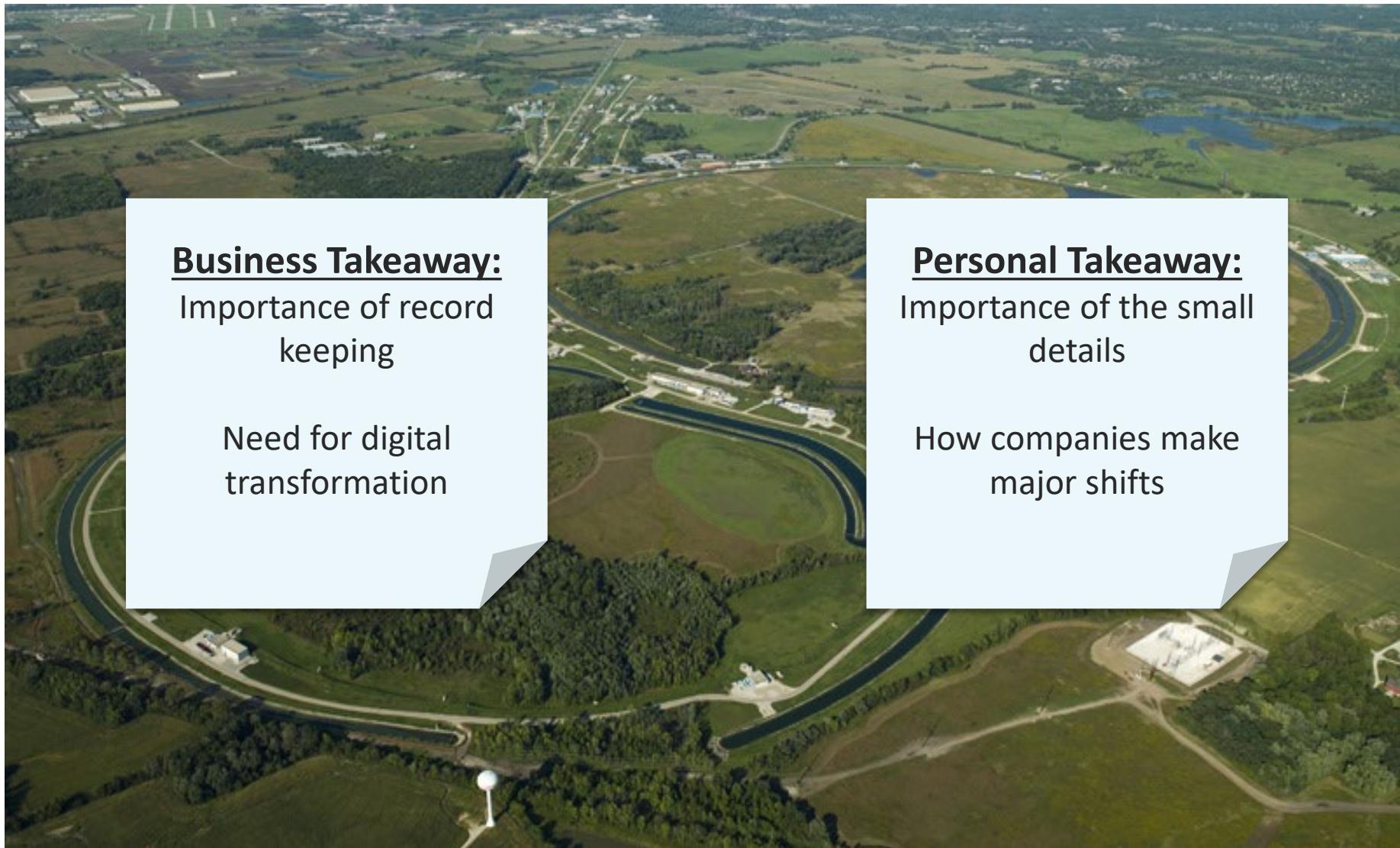
Audit physical and digital file locations and status

Sort files to ensure information integrity

Digitalize and offsite files



File Project Lessons



Business Takeaway:

Importance of record
keeping

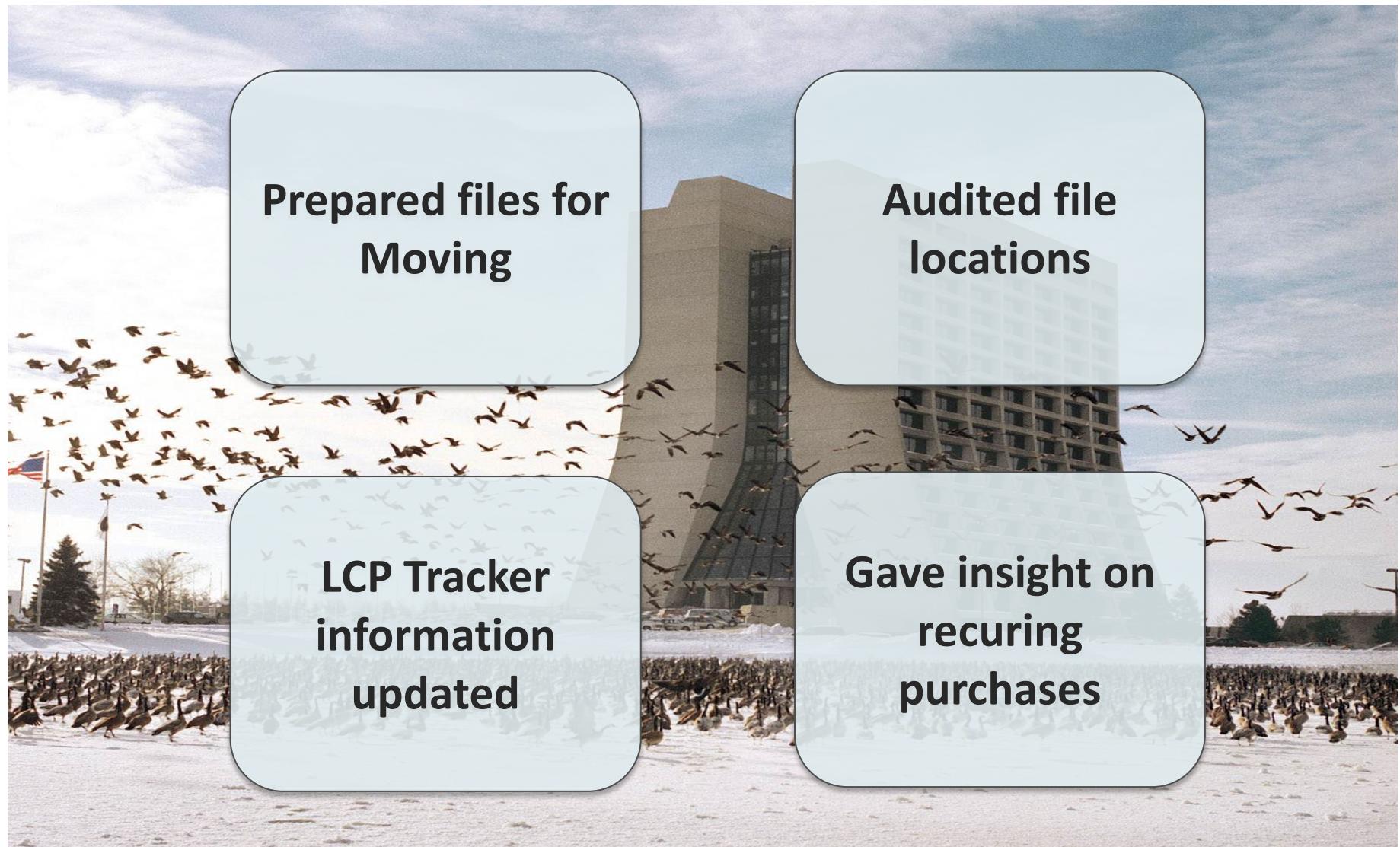
Need for digital
transformation

Personal Takeaway:

Importance of the small
details

How companies make
major shifts

Final Results



**Prepared files for
Moving**

**Audited file
locations**

**LCP Tracker
information
updated**

**Gave insight on
recurring
purchases**

Next Steps

Files:

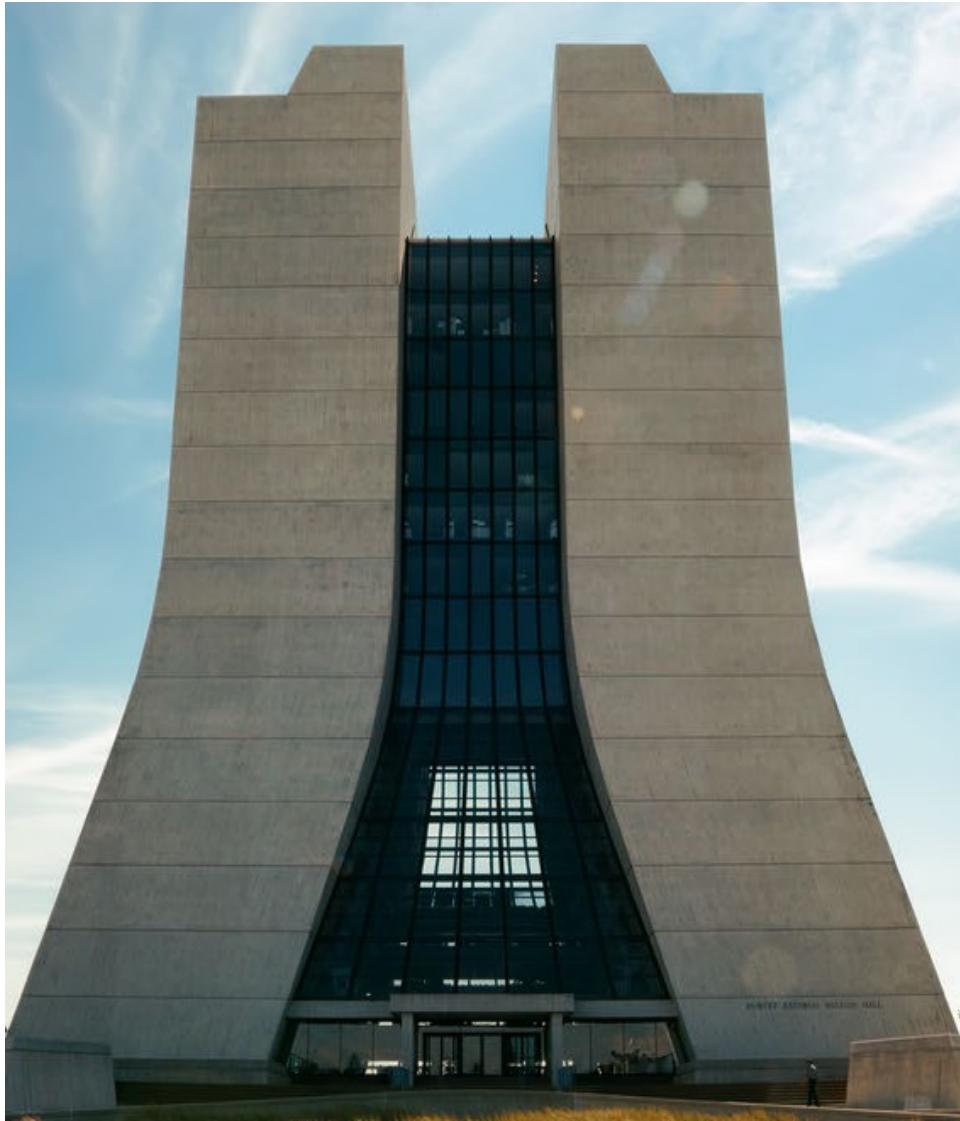
- Scan and sort remaining open PO's
- Outside of file room files

Information Updating:

- Make file sorting process simpler
- Regular cadence for LCP tracker

Purchase Orders:

- Build resources for standard PO's
- System for tracking expiration dates



Personal Takeaways

Work required for process changes

Bureaucratic processes pros/cons

Value of working for Science

True value of nature

Thank You!

