

**HIT Internship Scope of Work**

**Worksite Project(s):**

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| **Project Description** | **Timeframe (Weeks 1-14)** | | **Date**  **Completed** |
| *Est. Start* | *Est. End* |
| *Example:*   * Contribute to the regression, application and integration test scripts and log defects according to the defined processes * Develop and execute system test plans to ensure that software functions properly according to defined standards. * Move PCs to correct OU (Organizational Unit) and Active Directory Groups for access to the Epic System | *Week 2* | *Week 14* |  |
| Update department SharePoint site to contain relevant tech information to support the 300+ staffers in the department. The goal of the site is to serve as a knowledgebase for the specific needs of the department.  Research how to fine tune the search box for items in a specific library  **Deliverables**  1. Site with no broken links  2. Obsolete entries removed from site  3. Update instructional video for using the site.  4. Work with providers for adding new content  5. Update SP views to reflect the job roles in the department  6. Research the search tool to limit content searches based on keywords and within a document library  **Skill Sets Needed**  Basic HTML  Creating views based on filters  List (DB) management techniques for creating fields with constraints |  |  |  |
| Assist in deploying Windows 10 for the department. Deployment entails inventory of existing H/W, determining the correct intervention for device in place. Working with Partners techs to ensure that the work is performed in phases and to perform a level of QA. QA includes correct printers are mapped, profiles restored and wireless settings are correct. There are over 250 devices that are in scope upgrade  **Deliverables**   1. Informing users upgrade and preparation 2. Accounting for scheduled and completed work 3. Possibly coordinating issues after the upgardes   **Skill Sets Needed**  Fundamentals of computers  Interpersonal skills coordinating work providers and Partners technicians  Device configuration such as wireless and driver update |  |  |  |
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**Professional Development Project(s):**

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| **Description** | **Timeframe** | | **Date**  **Completed** |
| *Est. Start* | *Est. End* |
| *Example:*  *Job Shadowing: Shadow and observe a different professional within the organization 1 day each week.*  *Informational Interviewing: Conduct 1 interview with a professional in an aspirational role.*  *Resume Review: Add internship to resume and review with HR.* | Once/Week  Week 7  Week 12 | Week 14  Week 10  Week 13 |  |
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**Training/Certification Project(s):**

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| **Description** | **Timeframe (Weeks 1-14)** | | **Date**  **Completed** |
| *Est. Start* | *Est. End* |
| *Example:*  *Complete 1st module for EHR system online training.* | *Week 3* | *Week 14* |  |
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