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Power Tools	**Internship Testimonial**	
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Personal Details

Name: Timothy Ling Jit Huong

Date of birth: 23/02/2000

University: Universiti Teknologi PETRONAS

Programme of studies: Bachelor of Computer Engineering (Hons)

Details of Internship

Department: PT-BE/MG

Supervisor Khoo Su Yean Jenny (PT-BE/BPS)

Internship Duration: 7 Months

Main Tasks:

1. KMS Maintenance - coordinated BE KMS System and support the DP coordinator team to ensure no deviations. Maintain & clean up the KMS – maintaining KMS by doing the monthly tasks and new year tasks
   a. Update and maintain the KMS for the start of every month, follow up for the data fill and DP plant improvement rate
   b. Support the DP coordinators if there are any problems with the KMS i.e. the data on the graph is not showing properly
   c. Maintain the KMS system for the new year 2022, creating new tables for data fill, new graphs for every line, value stream, MTD YTD and DP improvement rate, preparing the A3 and email report for the plants
2. PT-BE DP, OEE & BOB Reporting – Monthly - ensured the preparation and sending out of the DP monthly report within the first 10 working days of the month
   a. Monthly follow up with the DP coordinators, CTG, BOB PICs and OEE PICs for the monthly data updates i.e. improvement rate, reason and measures for recovering, A:A, BOB and OEE.
   b. Prepare new year new excels for the plants to fill in and updated DP Power BI
3. Drive BE Plant Good Practices sharing - coordinated the quarterly meeting with BE Plants for Q4 2021.
   a. Updating the Power BI, Excel diagram for GP Q4 2021
   b. Support with the creation of the slides and presentation slides preparation, collecting of projects and slides, maintaining the Excel in case any error shows up.

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4. Enhancement on the BE Plant Good Practices sharing - supported with the new voting method and maintenance of the GP Power BI dashboard
   a. Support with the new voting method for the GP – using Microsoft forms, ranking system, allows VSMs to vote
5. KMS Reporting Conversion to PT IPN Reporting – created the DPCI calculation page for PT-BE Plants and added in monthly DP reporting data with accuracy of DPCI within 5% for PgP2, prepared materials for discussion of deviations, coordinated weekly meetings
   a. Created DPCI page with the correct way of calculating Output CI
   b. Investigated the error SKUs, missing shift UUIDs, and finding the table containing the actual output per SKUs
   c. Investigated the causes of deviations between the CTG and MES data with DP coordinator for PgP2 and how to reduce it
   d. Conducted weekly meetings to discuss the DPCI progress, the current issues with the MES and on the deviations and how to reduce it
   e. Updated the PT BE IPN reporting to show the BOB, A:A and DP improvement
6. BE BPS Workshop & Focus Topics Support – Support with coordination of workshop, preparation of agenda and workshop materials & photo protocol
   a. Coordinate during workshops, navigation of the discussion topics and noting down team alignments
   b. Prepare the agenda and team boards before the meeting starts, collecting the slides, participants list, and questions from the host
   c. Prepared photo protocol after the workshops
7. BPS SCM Presentation slides coordination and BE BPS Monthly Meeting coordination – Prepared the slide and collect materials for slides
   a. Prepare the slides for SCM for DP improvement rate projection for 2022. Collected the Measures to achieve target from the plants
   b. Prepare a slide for the KMS conversion to PT BE IPN report, discuss the dashboard and the constraints
8. BPS Reporting Support – Collect update and status for the BPS Assessment, BPS Qualification Matrix.
   a. Collect the BPS Qualification Matrix achievement for 2021, target for 2022 and reason behind target for 2022
   b. Collected the BPS Assessment files and assist with the file printing and preparation
9. Training to new intern KMS, PT IPN Reporting, GP, DP Report (A:A, OEE, BOB)- provided training for intern batch January 2022 for handover. Ensured all manuals are up to date.
   a. Trained new intern on the KMS system, monthly tasks, yearly update and what to do when a new intern comes in
   b. Trained new interns how the PT BE IPN reporting works, how the data is obtained, how to compare the deviation and how to maintain
   c. Updated manual and problems list for KMS where needed

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10. RPP Power BI Reporting – creation of RPP excel and Power BI and maintenance of the reporting tools
    a. Created RPP excel for plants to fill, created System CIP page where the projects in the RPP excel will automatically appear there. Assist the plants with the filling in of the RPP excel, maintaining the excel in case any problem occurs. Follow up with the plants to fill in their RPP projects. Update when new suggestion arises
    b. Created Power BI reporting connected to the excel. Updated Power BI based on teams needs and feedback. Maintaining the Power BI whenever any issue occurs.
    c. Support with the creation of the Digital A3
11. eLPC - Layered Process Confirmation – follow up for eLPC updates from plants, came up with BPS eLPC standard questions and coordinated with BPS team to ensure smooth rollout of the eLPC for BPS department
    a. Follow up with the plants to get the latest updates on the eLPC rollout status monthly, created eLPC excel for visualizing the updates
    b. Create a manual for the plants the refer to
    c. Held meeting with plant to discuss the eLPC standard questions, came up with a standard agreed by all plants and prepare the upload template for the plants to use
    d. Collect the eLPC upload template used by plants as reference for other plants.
12. Programs used– Power BI & Excel (PT-BE IPN Report and RPP Dashboard)
    a. Created graphs using Power BI visualization tools for designing user friendly dashboards
    b. Conducted data analysis using Power BI to study the data and look for possible errors in the data source.
    c. Used DAX measures in Power BI manipulate data to get the accurate results
    d. Used Excel to create database and forms for collecting data and connected it to Power BI
    e. Used Excel formulas, data validation and conditional formatting to automate data calculations and improve user experience
    f. Acquired problem solving skills for Power BI and Excel through experience, research and trial and error

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Performance Evaluation

These criteria are to be used for the evaluation according to the work task assigned during the internship period.		**Achievement**				
		Do Not Meet Requirement (0.0-0.2)	Below Requirement (0.3-0.7)	Meet Requirement (0.8-1.2)	Exceed Requirement (1.3-1.7)	Outstanding (1.8-2.0)
Entrepreneurial Mindset	Results Orientation				1.3	
	Notes: Fulfilled task assigned & implementation task as per the dateline given. Good Follow up on the task assigned.					
	Future Orientation				1.3	
	Notes: Shows initiative and willingness to take up new task assigned.					
Social Competence	Cooperation				1.3	
	Notes: Good cooperation & able to work in team with associates from other functional department within PgP2 Team and also PT-BE Plants in Asia Pacific, Russia, Brazil & Germany.					
	Communication				1.3	
	Notes: Perform a good presentation on Good Practice Sharing and good coordination and implementation of PT BE IPN. Ability to derive the dashboard and fulfil the requirements.					
Technological and Methodological Competence	Breadth of Experience (Generalist)			1.2		
	Notes: Shown flexibility and good adaptation of continuous improvement into the task assignment.					
	Depth of Knowledge (Specialist)			1.2		
	Notes: Good knowledge in computer and able to apply knowledge in the daily task.					

Additional Notes:
Overall Performance:
Performance Rating (50%) = 1.27/2= 0.63
Target Setting rating (50%) = 1.35/2= 0.68

Total = 1.31 = 1.3 (Exceed Requirement)

Signature of Department Head	Date	Signature of Superior	Date 21.03.22