

# **INTERNSHIP PROGRAM FOR THE FIELD OF MANAGEMENT ENGINEERING**

## **1. INTRODUCTION OF THE COMPANY:**

- legal form,
- size of the company (number of employees) – determine the category of the company (small, medium, big)
- subject and scope of activity,

## **2. IDENTIFICATION AND ANALYSIS OF COMPANY'S ORGANIZATIONAL STRUCTURE**

- organizational chart,
- identification of the type of organizational structure (line, line and staff, divisional, matrix, performance, network) with a justification
- brief characteristics of individual segments of the organization (units, departments)

## **3. 2. IDENTIFICATION AND ANALYSIS OF OPERATIONAL PROCESSES (production, service):**

- product assortment (products, services): breadth (number of product lines) and depth of assortment (types, subtypes of products),
- degree of product customization (adjusting to individual customers' needs),
- annual programs of production, services (items / year), identification of production stabilization (mass, serial, single unit production )
- batch size (production, service),
- technology of operational processes (production, service): main process stages, level of mechanization, automation and robotization,
- operational structure (production, service): division into departments, branches, lines, brigades – schematic diagram with description
- quality management system (structure of quality management – units and their tasks)
- diagram and description of the organization of a selected operational position (production, service)
- operational management (procedure of annual production / services planning, monthly and weekly planning, daily planning, operational documentation (production) – guidelines / distribution lists, job sheets, goods received notes, deficiencies charts, etc.)

## **4. IDENTIFICATION AND ANALYSIS OF COMMERCIAL ACTIVITY**

- identification of distribution channels,
- identification of supply channels,
- identification of organizational structure of sales staff (departments, sections and their tasks in the scope of marketing, sales and supplies)
- typical customer service procedure (offer presentation, contracts, supervising the implementation, clearing and settling, after-sales service)

## **5. IDENTIFICATION AND ANALYSIS OF ECONOMIC ACTIVITY**

- Organizational structure of economic services, (diagram, tasks of particular units)
- the structure of the annual business plan of the company ( what it consists of ), structure of businesses' financial statements

## **6. Other contents agreed with the supervisor of engineering thesis relevant to its topic.**

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Approved by the Vice Dean of Education FEM