Traineeship number	Envisaged task	Most suitable profile	Unit	Starting period	Paid or unpaid	Status
TR/ICT/05	**ICT GOVERNANCE SUPPORT AND DEVELOPMENT** 1. Integration of project management software: help with the configuration of a software chosen to follow up on ICT PM: a) on a configuration level: support the update and creation of templates integrated within the chosen software solution, enter basic data and setup workflows; this includes a certain amount of data entry, creation of workflows, and documentation of the chosen setup; b) on a technical level (dependant on expertise and interest): the web application offers an API to extract information; develop simple Intranet elements to integrate with the API; c) project management level: support ICT project management with tasks, daily follow up of projects and workflows and support of project managers, configuration management; d) workshops for end users,support. 2. In the area of governance, service management and service quality improvement, contributions in: a) collecting the relevant available information on and help to review links between the areas of activities in terms of services, processes, supporting assets, coverage and scope; b) help to create a list of processes and related available process definition documentation for the processes identified; c) help create process documentation for some processes. 3. Future evolution and integration of different ICT tools: Contribute to work to prepare the future evolution and integration of different ICT tools: a) help to review the mapping of available tool(s) to needs in terms of process follow-up; b) map selected processes in tools using the experience gained in point 2, if so required, documenting the work done and difficulties encountered, in an interactive manner.	Degree in Computer science, business management with IT, or similar, with some project or process management element. Excellent written EN and very good computer skills. This can be beginner wishing to gain experince in project management, process analysis and design, and development/integration.	ICT	1st half 2016	Unpaid	OPEN