

Residential Internship
Kennedy Space Center
Business System Branch Abilities, Capabilities, and Services Web Page
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1. *Statement of Purpose* - The Business System Branch Capability Owner for the Kennedy Web-based Initiative for Communicating Capabilities System (KWICC) is responsible for creating a portal that describes the services provided by this Branch.
2. *Outline the Procedures* - The procedure to be followed to complete this assignment include the following steps:
 - a. Learning how to create web pages in the KWICC system.
 - b. Acting as the interface between the KWICC and the organization's subject matter experts.
 - c. Interviewing subject matter experts to prepare a summary of the services they provide to the center.
 - d. Reviewing literature in Business World and other web sites about the services the Business System Branch offers.
 - e. Documenting the results of the interviews and literature search in a report that will integrate the data found in multiple places.
 - f. Identify multiple sites where the same information is provided.
 - g. Identify discrepancies in the information provided at the different sites.
 - h. When a discrepancy is found, verify what the correct information is and make necessary corrections to the sites.
 - i. Conduct a review of the report with subject matter experts to verify the integrity of the information.
 - j. Transfer the information from the report into the KWICC web page.
3. *Data Collection* - The steps provided above will be followed to gather the information required to prepare the report. Specifically 3-5 (Data Collection) and 6-9 (Data Analysis).
4. *Conclusion* – As a result of the KWICC page, it will provide a clear overview of the Process Development, Analysis and Management unique technical capability that the Business Systems Branch provides.
5. *List all contributing parties* - Business Systems Branch Chief, Business System Manager, Directives Manager, Business System Documentation Manager, Process Mapping Manager, Audit Manager, Metrics Manager, Continual Improvement Specialist, Audit Liaison Representative.