

5 Plan Execution

5.1 Resource Planning

A fundamental part of the plan includes the personnel, time and resources spent on the creation of the handbook. Because many companies are not eager to use their interns; frequently operative-level employees; in administrative tasks such as human resources, interns should focus on recording their findings, experience and procedures after completing said tasks on a daily basis. Using an estimate of the average number of words an 18-25 person can type*, it can be concluded that 45 minutes per day, every 3 working days should be enough to maintain a working, accurate and updated handbook. Using extra, non-at-work hours should reduce it even further. The directors of each area should also be involved in the creation of the handbook, to benefit from their expertise.

Because it will be modified frequently, a digital version is required and printed copies might only be used on an annual basis unless heavy changes in procedure are made. This makes for a very cost-efficient technique and allows the handbooks to be revised and compared to follow the upgrades and changes and improve the efficiency of both interns and the new procedures.

5.2 Authors of the Handbook

As suggested by the template, the handbook will be developed by GWHCC personnel from different departments as well as interns to deliver an inclusive manual that helps interns learn the skills that will be required of them even before they start the internship. The input from previous interns would provide useful information for the new interns. Depending on availability, a Human Resources expert might also be considered to help develop the handbook.

5.3 Updating the Handbook

As a suggestion, the updates should be done by every intern on a twice per week basis to promote the continued growth in reach and diversification of the handbook. The directors can review the manual at the end of the intern's program and decide which changes add to the value of the handbook. Any Human resources personnel that is either added to the staff or outsourced can then make suggestions to make sure it is an up-to-date version and is consistent to the organization's values and corporate identity.

With the input of both interns and the directors of each area, the manual will not only be a resource that the interns can rely on for their training, but will make for consistent procedures, standardized times and will give GWHCC an overall professional look.

5.4 Feedback

The proposed handbook was well-received by Director of Marketing and Communications Pamela Nieto, Director of Programs and Business Development Gabriela Mossi, Ex-Membership coordinator Julia Hobes and Membership Coordinator Alma Alfaro-Laska (Hobbes, 2012), all of whom found the manual capable of training interns in a more efficient manner both resource and time-wise. It will be proposed to the Board of Directors in the following monthly meetings in order to modify the proposal to be consistent with corporate policy, and should be deployed by the summer of 2013, when the next intern recruitment begins.