

Department Team Building Workshop Proposal

Subject FG-CN Department team building
Time/Place 2019.05.10 – 2019.05.11/ Huairou, Beijing
Department/From FG-CN/Beijing
Telephone 8455 8286
Fax 8455 8029
e-mail Connie.Cao@bmw.com
Date 2019.03.21
Copy to
Participant(s)
Distributed to

Project Background and Target

Background:

IT Department team building in order to get know each other better, promote understanding and discuss future IT topics.

Target:

- 2019 Q1 Achievement & Outlook to the year-end 2019.
- Mutual understanding enhanced.
- Exchange info within the whole department.
- Synergies and cooperation for the future is initiated.
- IT community/culture build-up.

Participants:

57 Associates

Participants List (Attachment I)

Date

2019.05.10 – 2019.05.11

Agenda (Attachment II)

Budget

800 RMB / person* 57 persons* 2 days = 91200RMB

Conference Room and Facility: 5000 RMB

Proposed by

Connie C.

Connie Cao
Team Assistant FG-CN

Approved by

Liam Wang

Department Head FG-CN

[Signature]

Sr. HRM

(7/24/24)

[Signature]

Controlling Manager

Attachment I – Participant List

FG-CN Associate Info

NO.	Name	Associate No.	Function	Contact Number	Remarks
1	Martin Koch	Q111125	Department head		
2	Connie Cao	Q420371	Team Assistant	84558286	
3	Cao Lei	Q433315	Digitalization Project Manager		
4	Leon Wang	QT46675	Service & BRM	84558553	
5	Stefanie Li	QT83787	Partner Management	84558591	
6	Gao Wei	QT88741	Business Architect	84558738	
7	Diana Zhang	QT81469	Business Analysis	84553606	
8	Viola Liu	QT92095	Budget Management	84558215	
9	Tang Tian	Q295780	Partner Mgmt.		
10	Huang Jian	Q462285	Test Manager	84558031	
11	Jude Kong	Q414859	Shanghai Office	021-6032-6163	
12	Peter Sun	Q438823	Security	61841329	
13	Carolyn Zhou	Q431326	EA	84553161	
14	Joey Hu	QT77549	AM IT Delivery Finance/HR	84558253	
16	Saki Xi	QTA0620	IT Design Sales	84558127	
17	Du Feifei	Q378081	AM IT Delivery Finance/HR	84553964	
18	Shirley Shang	Q407051	Project Mgr. Aftersales	84558394	
19	Sui Hanhui	Q433134	Aftersales	84558664	
20	Hedy Zhang	Q432154	WIT Support	84553577	
21	Cai Duan	Q432008	AM IT Delivery	84553056	
22	Eva Yao	QT81988	Delivery Sales Customer, Retail	84553634	
23	Corey Li	Q413638	DMS Training	61841254	
24	Qi Rui	Q365936	AM IT Delivery Retail/Customer	84553710	
25	Qi Chen	QT73783	DMS Change & Release Mgmt.	84558102	

26	Li Wendong	Q412450	Mger. IT DMS	84553827	
27	Nikor He	QT84664	Business consultant	84558324	
28	Yang Yang	QT89982	CRM IT Appl. Assistant Manager	84553511	
29	Rany Li	Q384948	DMS CoC	84558284	
30	Yukki You	Q411247	Project Management, IT Tech Office	021 60326175	
31	Xie Tianlin	Q433047	Digitalization		
32	Zhang Ying	QT97720	Release and Build management	84553076	
33	Zhang Yanjie	QT80737	DMS Rollout manager	84553158	
34	Chen Yu	QT60408	IT infrastructure Manager	84558470	
35	Zhang Lei	Q435947	Information Security Analyst	61841257	
36	Chris Dong	QT78170	Application Support	84558257	
37	Wang Dan	Q457516	IT Infrastructure Support	61841373	
38	Shen Shuofei	Q366742	NSC Application Operation	84553782	
39	James Wei	QT53411	Workplace support	84558369	
40	Fiona Wang	Q407050	AM Application Support	84553777	
41	Lei Lei	Q416960	AM Application Support		
42	Joyce Li	Q424146	Infrastructure support	84553290	
43	Jessica Tong	QTA0622	Infrastructure support	84553086	
44	Johnny Zhu	QT87307	DWH Support	84553748	
45	Lim ZT Eugene	QT97411	Infrastructure support	84558562	
46	Zhao Chengming	Q365156	AM BCS Application Support	88083415	
47	Qiang Yao	QT77075	Infrastructure for CD	84558499	
48	Kevin Huang	Q430224	CIC Ops		
49	Sinan Karaburun	Q295348	Tech Office	84558226	
50	Yu Jun	QTA1306	Manager IT ConnectedDrive	84553874	
51	Dominik Schniertshauer	Q400763	Manager Data Science		
52	Sabrina Li	Q377392	Manager IT ConnectedDrive	84553629	

53	Chris Zhou	QT61250	DB Admin, TL&DB Development	84558408	
54	Daisy Han	Q434666	Data Scientist	021 61251865	
55	Jenny Fang	Q383924	AM IT ConnectedDrive	84558013	
56	Wang Xiaofeng	Q433213	Data Scientist	61851312	
57	Peng Yucheng	Q436858	Loyalty		

Attachment II – Agenda

Date 1 2019.05.10			
Time	Activity	Responsible	Remarks
07:00-10:30	From Jiacheng to Huairou by bus	Connie Cao	
10:30-13:00	Hotel check in and lunch in hotel	Connie Cao	
13:00-18:00	IT Workshop	Connie Cao	
18:00-20:00	Dinner	Connie Cao	
Date 2 2019.05.11			
Time	Activity	Responsible	Remarks
08:00-09:00	Breakfast in Hotel	Connie Cao	
09:00-12:00	Team building activity	Connie Cao	
12:00-14:30	Lunch in hotel and check out	Connie Cao	
14:30- 18:00	Transfer back to Jiacheng	Connie Cao	

授权书
Letter of Delegation

本人（请用楷体填写）陈宇星因工作需要，将自 2019 年 03 月 25 日开始至 2019 年 4 月 1 日授权 王静宇 Leon Wang 代表我处理部门日常/紧急事务，参加重要会议及签署下列文档：

- 所有合同付款材料，员工报销等，所有日常工作需要提交到行政人事等部门相关申报表格，及其它工作需要 IT 部门总监签字的相关材料。

授权人（签字）：

日期：

25 MAR 2019

For business purpose, I, Chen Yuxing would like to delegate my authorization to Leon Wang for dealing with all team daily work issues/urgent cases, taking part in the important meetings on behalf of myself, signing the following documents from Mar. 25. 2019 till Apr. 1. 2019:

- PO payment vouchers and other relative documents to Finance/associate personal claims; Daily work relative application forms for HR/Administration etc.; Other work relative documents which requests head of IT's signature.

Delegated By (Signature):

Date:

25 MAR 2019