

Project : iBUS Chronicles – Capturing the iBUS History

Objective:

Create a comprehensive chronicle that captures and preserves the iBUS legacy over the past decade. This project will highlight significant milestones, cultural evolution, leadership transitions, flagship projects, and key achievements, serving as a timeless resource for internal and external audiences.

Step 1: Define Key Historical Elements

- Identify the key milestones, projects, and cultural changes that shaped iBUS over the last decade.
- Collaborate with leadership to outline priority areas for inclusion

Step 2: Data Collection

- Conduct interviews with senior leadership and long-serving employees.
- Review company archives: newsletters, reports, event documentation, and media coverage.
- Collect visuals, including photos, infographics, and event memorabilia

Step 3: Content Creation

- Analyze and synthesize data to build a structured narrative.
- Organize content by themes, timelines, or departments.
- Develop a cohesive storyline reflecting iBUS's history

Step 4: Drafting and Editing

- Create a preliminary draft with key highlights and supporting visuals.
- Collaborate with subject matter experts for validation and refinement.
- Incorporate feedback into the final document

Step 5: Presentation of Finalized Chronicles

- Prepare a comprehensive report featuring timelines, narratives, and visuals.
- Present findings to the leadership team and potentially other stakeholders

Intern Deliverables:

- 1) Research and Data Collection
- 2) Content Development
- 3) Draft Compilation and Review
- 4) Presentation Support

Qualifications: BA - major in English, History, Psychology;

Skills: Data collection, content writing, and strong communication skills.

Good to have - Experience with historical documentation.

Internship Period – 2 to 3 months

Stipend – 10k