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## **Portfolio**

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### **2021** PMO (Project Management Office) Site

Universal Robots

Objective: Ensure project managers follow PMP's project process. Provide project managers an overview of all processors and roles. Add an overview of all relevant documents and correspondence as well as ensure they always are updated. Provide easy access for upload of documents, files and other information.

Assignment: Project manager.

System specification: Database with the tools that PMP project managers need for projects. Processes within analysis, planning, development, validation, launch, etc. Templates of each process in connection with risk analysis, project charters, allocations, requests, budget forms, etc. Visual dashboard for PMO management with a comprehensive overview and status of all projects. PMO academy with education modules, including courses, external training, videos and e-learning. FAQ chatbot. Etc.

Knowledge gathering: Project group, workshops, Information collection on similar systems, PMP.

Platform: SharePoint integrated with AX, JIRA / Tempo, Masterplan, MS project Online.

### **2021** RPA (Robotic Process Automation) for workflows in finance department

Universal Robots

Purpose: To test whether RPA robots could be relevant to the organization using a single manual process in finance that reviews all foreign travel documents in the organization. This is done to save time and eliminate manual printing together with scanning. Create an overview and enable efficient searching.

Assignment: Project manager.

System specification: RPA robot finds relevant travel receipts in the system, collect them in a file and connect them to the company's financial system, where the rest of the flow is handled.

Knowledge gathering: Finance department provided the necessary information.

Platform: UiPath RPA, SharePoint integrated with Acubiz.

## 2021 Implementing intranet

Universal Robots

Objective: Develop a new knowledge sharing portal at a UR's affiliated company thereby streamline the business processor, creating a common corporate identity and targeting relevant communication to every employee.

Assignment: Project manager

System specification: Intranet for all employees in an affiliated company. All departments' documents, information and news to the respective employees differentiated according to target group and location etc.

Knowledge gathering: Workshops.

Platform: SharePoint web solution

## 2021 Contract Management System

Universal Robots

Objective: Create a system in which all contracts with associated processes and correspondence are located. The system has to function as a place where relevant documents are shared, provide an overview and manage rights.

Assignment: Project manager.

System specification: Visual database containing contracts, correspondence, agreements and NDAs. Templates for contracts, GDPR, Nda, distributor agreements and training. Dashboard of agreements in all countries. All contracts have the option of digital signature.

Knowledge gathering: Project group.

Platform: SharePoint web solution.

## 2021 KPI System for Global Sales

Universal Robots

Objective: Decommissioning of I-Nexus and creation of a new strategic database with a clear dashboard for each unit.

Assignment: Project manager.

System specification: Filtering columns with precise budget and forecast for each unit. It is built using rights management, differentiated lockups, data source from AX and individual inputs from various departments.

Knowledge gathering User surveys with subsequent workshops.

Platform: SharePoint integrated with AX, Power BI.

## 2021 Project for the Web

Universal Robots

Objective: Create a test environment for all project managers and providing a better opportunity to manage, analyze and budget estimate.

Assignment: Project manager.

System Specification: Checklist webpart, JIRA integration, Data Warehouse export, Power Apps in Teams etc.

Knowledge gathering: Web research, dialogue with external consultants.

Platform: Microsoft Project for the Web, Lesson Learned Power app.

## 2021 Collaborations-Sites for all departments

Universal Robots

Objective: Provide each department a place where they can share all their documents, as well as obtain information, process descriptions, How-To, external contact list, birthdays, holiday calendar, department news, etc. to use in day-to-day operations.

Assignment: Project manager.

System specifications: Template with work tools, alerts, fast information flow, efficient search via metadata. easy access to Teams, OneDrive, webmail, Yammer, Acubiz, UR learning, UR People etc.

Knowledge gathering: Project group with marketing.

Platform: SharePoint.

## 2021 Migrate affiliated companies to Geolocations

Universal Robots

Objective: Keep all affiliate companies in the same Microsoft 365 tenant while maintaining each brand.

Assignment: Project manager.

Platform: Microsoft 365, Geolocations.

## 2021 Project Charter for considerable IT Projects

Universal Robots

Objective: Streamline business processes in connection with IT projects.

Role: Initiator.

Specifications: Internal contract between project owner and project manager containing scope, deadlines, risk analysis etc.

Knowledge gathering: PMP literature

Platform: Document added QMS

## 2020 Quality Management System

Universal Robots

Objective Create a system that supports UR's strategy and at the same time is user-friendly. The system is built according to ISO 9001, and is ready for ISO 45001, ISO 14001, ISO 5001, ISO 22301 and the UN's 17 World Goals.

Role: Project manager.

System specifications: Management policies & processor, business procedures and support processor within quality. Including governance, procurement, sales, logistics, product development, human resource and others. Built with user rights / approval flow, version controls and auto notifications on future expiration dates on documents.

Knowledge gathering: Project group representing the entire organization.

Platform: SharePoint.

**2020** Moving marketing materials from external provider to own M365  
Universal Robots

Objective: Improved management of documents and data using metadata in marketing department.

Assignment: Project manager.

System specification: All documents, pictures, videos, user guides, audio files, etc.

Platform: SharePoint.

**2020** Office 365 governance model  
Universal Robots

Objective: Ensure one-way processes and set up policies for the use of global intranets, including who has the rights to publish, what may be published and who must approve the various situations. Establishment of Governance Community and Content Managers with indication of roles and responsibilities.

Assignment: Project manager.

System specification: SharePoint Site with policies, roles, responsibilities and processor that governs UR's business areas and IT teams' work. Definition of the process, users should follow when requesting changes to the intranet.

Knowledge gathering: Interview with external experts.

Platform: SharePoint

**2020** Processes and Tools Project  
Universal Robots

Objective: Ensure all employees are introduced to M365 and know which systems UR has chosen as their work platforms. Displacement of private, local, shared drives and other internal systems purchased for purposes that M365 can solve today.

Assignment: Project manager.

Specifications: Overview of "When to use what" and best practices in connection with M365, Teams, SharePoint, Yammer, To-Do, Planner etc.

Knowledge gathering: User satisfaction survey.

Platform: Physical and digital leaflets and posters.

**2020** EHS System with Power Apps and Power automate.  
Universal Robots

Objective: Ensure that all data from the registration of nearby/minor accidents as well as safety visits are correctly reported, collected and pursued.

Assignment: Project manager.

System specification: Several registration forms with indication of input. Reminder procedures as well as a complete follow-up flow for the responsible managers. In addition, archive with status that enables data extraction on all reported criteria.

Knowledge gathering: Interviews with the quality department.

Platform: SharePoint web solution, iOS, Android, Power BI.

**2016 - 2019**

## Portal for Saint Gobain Distribution Denmark

Saint Gobain Distribution Denmark

Objective: Create a portal for knowledge sharing where everyone can store, maintain and update relevant documentation, as well as equipping the management with a functional financial overview through like BI reports. The desire to minimize the number of logins for many internal and external systems. Systems that can subsequently be shut down or unsubscribed.

Assignment: Project manager.

System specification: Various work tools and approval procedures as well as Standard Operation Procedures. It also has a contact database with staff and departmental lists, a video library and a rights management system for everyone in Saint Gobain through an application form so they can apply for access to relevant systems, AD groups, drives, servers and more.

Platform: SharePoint web solution, apps on iOS and Android. A "Single sign on" solution with full security for all applications through AD groups.

**2019**

## Contract Management System

Saint Gobain Distribution Denmark

Objective: Optimize the contract management processes for avoiding manual authentication procedures, minimizing error updates, and creating a file system with a differentiated overview.

Assignment: Project manager.

System specification: Template with possibility of change via predefined lists, texts and attachment of approved documents, certificates and CE marking etc. Security via version control, expiration dates, period of validity and legal approval process. from start to finish and more.

An archive system with a template for the preparation of future contracts.

Data validation from and to ERP, HR, CRM systems etc.

Knowledge gathering: Project team.

Platform: SharePoint web solution, with integration to HR systems, CRM, ERP systems Movex/M3.

**2019**

## Product Complaint System

Saint Gobain Distribution Denmark

Objective: To handle and follow up on various complaints from customers.

Assignment: Project manager.

System specification: Form for completion in stores with dispatch to relevant/responsible persons in the category department. Automatic flow to the legal department, if relevant. Overview of follow-up procedures and ensuring continuous customer notification.

Knowledge gathering: Project team and visits to various Brødrende Dahl stores with observations and interviews.

Platform: SharePoint web solution with data transfer with ERP systems Movex/M3.

## 2019 Store scanners

Saint Gobain Distribution Denmark

Objective: To make it easier for customers in the Brøndrende Dahl stores to make their own purchases using handheld scanners.'

Assignment: Project manager.

System specification: A fully integrated solution with relevant customer, sales and stock systems etc. therefore the customer only has to enter the customer number and scan their goods.

Knowledge gathering: Visits to various Brother Dahl stores with observations and interviews.

Platform: PM80 scanner with Android App solution. Installed via cloning and updating using Mobilock Pro / Scale fusion. Used on both IOT networks and with offline stored features.

## 2019 Appropriations for projects, interiors, events, etc.

Saint Gobain Distribution Denmark

Objective: Financial overview of approved / rejected grants within the company

Assignment: Project manager.

System specification: Multiple workflows to ensure correct and timely follow-up through the Movex/M3 ERP systems and preparation of BI reports etc.

Collection of knowledge: Project team.

Platform: SharePoint web solution, integration with HR and financial systems as well as ERP systems Movex/M3.

## 2019 Goods receipt and stock counts in stores

Saint Gobain Distribution Denmark

Objective: Ensure correct stock status and goods reception as well as streamline work processes of employees.

Assignment: Project manager.

System specification: A fully integrated solution for relevant shop-, storage systems and more allowing staff to scan the barcodes via a store scanner or other mobile devices.

Knowledge gathering: Visits to various Brøndrende Dahl stores with observation interviews, as well as setting up a store testing team.

Platform: PM80 scanner with Android App solution. Installed via cloning and updating using Mobilock Pro / Scale fusion. Used on both IOT networks and offline saved functions. Data stored on SharePoint Portal and automatically integrated with Movex/M3 ERP systems.

## 2018 Project discount handling system

Saint Gobain Distribution Denmark

Objective: An intelligent overview of all project discounts to ensure correct recovery of discounts.

Assignment: Project manager.

System specification: Templates for updating supplier discounts given for a specific customer project. Document management, reminder workflow, version control and archive system. Continuous updating chargeback of discounts.

An project overview with different views and approaches according to the AD / HR management hierarchy etc.

Knowledge gathering: Project team and the Brøndrende Dahl management team.

Platform: SharePoint web solution with integration to internal supply system, HR and financial systems and ERP systems Movex/M3.

## 2018 Staff requisition

Saint Gobain Distribution Denmark

Objective: Streamlining inquiry from managers about the desire for new employees.

Assignment: Project manager.

System specification: Application form with predefined data. Approval workflow and reminder email. Overview of open, ongoing and closed requisitions as well as a financial overview etc.

Knowledge gathering: Project team.

Platform: SharePoint web solution with full integration for all HR and finance systems.

## 2018 Credit Maximum

Saint Gobain Distribution Denmark

Objective: Rationalization of the process from the customer's desire for a new credit limit to update in the ERP systems.

Assignment: Project manager.

System specification: Credit limit application form with documentation, recommendations, comments and approval workflows etc.

Knowledge gathering: Project team.

Platform: SharePoint web solution with integration to HR and financial systems and ERP systems Movex/M3.

## 2018 Online customer creation

Saint Gobain Distribution Denmark

Objective: Streamlining the application process when creating a new customer.

Assignment: Project manager.

System specification: An application form made with integration to the Danish CVR register, as well as approval flow to the finance department etc.

Knowledge gathering: Project team and visits to various Brødrende Dahl stores with observations and interviews.

Platform: SharePoint web solution.

## 2017 Reimbursement for work related driving in private car

Saint Gobain Distribution Denmark

Nominated at the Saint Gobain Digital Award Conference in France.

Objective: The desire to streamline the process in terms of reimbursement for employees' use of their own cars for work related driving.

Assignment: Project manager.

System specification: Template with predefined lists of financial and HR systems. Automatic registration of the current address and calculation of mileage between addresses.

Automatic approval process and reminder workflow for manager and employee. monthly transfer to the payroll office. Comprehensive overview of mileage reporting inclusive approved/rejected driving available for both employee, management and HR department based on AD group / management level etc. Easy to export to other platforms including BI reports.

Knowledge gathering: Project team.

Platform: SharePoint web solution, iOS and Android. Integration for HR and payroll system (Epos).

## 2017 Delivery description for truck drivers

Saint Gobain Distribution Denmark

Objective: Facilitate the delivery of goods to the truck drivers and ensure that goods are delivered at the right location e.g. on construction sites. Allow drivers to deliver at night without personal contact with construction site staff.

Assignment: Project manager.

System specification: An archive system with all delivery descriptions with the option of editing and approval etc. Templates with requirements for filling in fields e.g. code for key box or requirements for photos of the place of delivery. The information can be shared between both internal and external drivers.

Knowledge gathering: The solution was made in close cooperation with the drivers and after nightly participation as passenger.

Platform: SharePoint web solution, iOS and Android. Integrated with internal customer databases, the Movex/M3 ERP systems and connected to Track & Trace solution.

## 2017 Reimbursement of expenses

Saint Gobain Distribution Denmark

Objective: Create procedures and application that ensure that employees get back the money they have paid on behalf of the business.

Assignment: Project manager.

System specification: Process with image upload of receipt. Predefined lists from the finance department. Dispatch to the payroll office's internal system with approval workflow and subsequential payment etc.

Knowledge gathering: Project team.

Platform: SharePoint web solution, iOS and Android. Integrations for HR, financial and internal payroll systems.

## 2017 Certified traceability of wood

Saint Gobain Distribution Denmark

Objective: Requirement that Saint Gobain only receives and sells FSC certified wood in their stores.

Assignment: Project manager.

System specification: Flow with scanning of delivery notes on handheld or stationary scanners. reminder workflow for missing delivery note. incl. mail to relevant persons etc.

Collection of knowledge: Project team and visits to Optimera stores with observations and interviews

Platform: PM80 Camera Scanner Solution with Android 6.0. Data stored on SharePoint Portal and integrated into the Movex/M3 ERP systems.



## 2017 EHS and APV system

Saint Gobain Distribution Denmark

Nominated at the Saint Gobain Digital Award Conference in France.

Objective: Requirement of all data from registration of near/minor accidents, safety visits, safety rounds and APV (Workplace Assessments) are properly reported, collected with follow-up.

Assignment: Project manager.

System specification: Multiple registration forms with input. Reminder procedures as well as a complete follow-up flow for the managers in charge. In addition, archive with status enabling data extraction at all management levels etc.

Collection of knowledge: EHS Manager as well as ongoing testing in various departments.

Platform: SharePoint web solution, iOS and Android. Integration for HR systems.

## 2011 - 2016 Portal for BioMar

BioMar Group

Objective: Development of a knowledge sharing portal where all relevant documentation from all BioMar locations can be collected and available to all employees regardless of destination.

Assignment: Project manager.

System specification: Team site for each factory, contact lists, standard procedures, guidelines, contract database, customer information, meeting documentation, audit material, raw material database, daily news, EU restrictions, Fish Source Score and more.

Knowledge gathering: Collection of materials and documents from all locations around the world was put in place.

Platform: SharePoint web solution.

## 2016 Raw Material Pipeline

BioMar Group

Objective: Ensure proper approval and use of all new raw materials.

Assignment: Project manager.

System specification: Workflow where the raw material was defined, documented, examined and tested in the BioMar laboratories. Storing of data in Raw-Material-Database and approval flow to the responsible persons at all BioMar plants with subsequent approval according to the legislation of the respective countries etc.

Knowledge gathering: Project team with participation from several BioMar plants around the world.

Platform: SharePoint web solution.

## 2014 Audit-database

BioMar Group

Objective: A global audit system to ensure correct timing with external audits of raw material suppliers for the BioMar plants.

Assignment: Project manager.

System specification: International audit team tool for streamlining visitor planning, reviews of audit visits, follow-up to ensure compliance with applicable laws, restrictions and code of ethics. The timing of the audit was planned on behalf of a risk assessment template (also made on SharePoint) that divided the supplier into different risk groups. A solution with all relevant audit material, documents and status etc.

Knowledge gathering: Data from established international contract system as well as the knowledge sharing portal as well as Project group with audit manager from each BioMar plant.

Platform: SharePoint web solution.

## **2013** International contract management system

BioMar Group

Objective: Collection of all contracts between raw material suppliers and all BioMar factories in order to obtain a comprehensive overview and in the future to enter larger and better contracts.

Assignment: Project manager.

System specification: Contracts, commodity descriptions, documentation, certificates, supplier data etc.

Knowledge gathering: Collection of materials and documents from all locations around the world was systematized.

Platform: SharePoint web solution.

## **2009 - 2011** Portal for project management department at Vestas

Vestas Vind Systems

Objective: In connection with Vesta's strategic decision to bring together all project managers in a separate department (GEO), a common place was to be built where all relevant work material could be stored and shared.

Assignment: Project manager.

System specification: Portal with standard procedures, guidelines, contact lists, processes, teaching material, meeting notes, projects etc.

Knowledge gathering: All relevant documentation was collected from the project managers and subsequently published on the portal.

Platform: SharePoint web solution.

## **2009 - 2011** SharePoint Portal for Secretaries

Vestas Vind Systems

Objective: Creating a knowledge sharing portal, where secretaries, assistants, etc. around the world could share, upload and collect information, etc. that could make their work more efficient.

Assignment: Project manager.

System specification: Hotel agreements, destination descriptions, standard procedures, letter templates, templates, tips & tricks, contact list and more.

Collection of knowledge: The portal was created with various briefcases, calendars, contract databases and it was then each secretary's own responsibility to upload their own work materials.

Platform: SharePoint web solution.