

# APPENDIX H:

## Sample Project Planning Template

### Template: Creating and Planning Projects for Interns

The following template can be used for intern supervisors to develop and implement projects for interns to complete.

#### Project Goals

##### QUESTIONS TO CONSIDER:

- What is the end result of this project for you?
- What will the intern gain from completing this project?

#### Project Skills

##### QUESTIONS TO CONSIDER:

- What skills does the intern need to have in order to complete this project?
- What skills should the intern have prior to starting this project?
- What skills will the intern gain from completing this project?
- What equipment and/or resources will the intern need?

#### Choices for the Intern

##### QUESTIONS TO CONSIDER:

- Can the intern choose how he/she will complete this project or is it predetermined?
- Can more than one approach be used?

### Project Planning

##### QUESTIONS TO CONSIDER:

- What is the timeline for this project?
- What are the major deadlines?
- Is it necessary to set meetings as this project progresses?
- Does the intern have access to all the resources he/she needs (i.e. a computer, a work space, appropriate contacts, office equipment, other staff etc.)?
- How can you make sure your intern is focused on completing this project?

### Evaluation and Project Completion:

##### QUESTIONS TO CONSIDER:

- How will you evaluate your intern's work?
- How will you evaluate your intern's experience?
- How will you evaluate your supervision of your intern?
- Will this project outcome be displayed? Presented?
- Can the intern keep a copy of his completed project?

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**Project Title**

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**Intern**

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**Intern Supervisor**

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**Project Completion Date**

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**Project Goals**

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**Project Skills**

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**Choices for the Intern**

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**Project Planning**

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**Evaluation and Project Completion**