Use this template as a tool to assist with organizing the project of value in a clear and tangible way for interns. If there are multiple projects during the internship program, this template can be used for each project. If the project of value has deliverables spread throughout the internship program, adjust the template accordingly.

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| Insert Project Title |
| **Project overview and background:** *Include background and contextual information relevant to the project and its value to the employer or community.* *Include* *a question or problem statement that interns will be solving. This section is the* ***“why.”*** |
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| **Project description:** *Provide a clear, organized, and concise description of* ***what*** *interns will be asked to do. Explain all portions of the project, from research to final presentation. Outline expectations and instructions clearly. Define how interns should connect workshops, trainings, and other NAF Future Ready Lab activities to the project of value.* |
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| **Deliverables:** *Provide clear information on* ***how*** *interns are to deliver the project of value. Specify deliverable due dates.* |
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| **Weekly benchmarks:** *Outline weekly goals and benchmarks* *to assist interns with project management and assure progress towards deliverables. Benchmarks may or may not include presentations.* |
| **Week 1:**  **Week 2:**  **(continued)…** |
| **Components for each team member (optional):** *Assist interns with delegating roles and responsibilities amongst team members.* |
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| **Assessment factors and supplemental information:** *Include project of value assessment information and any other supplemental information. As a reminder, the NAF Internship Assessment serves as the foundation for all assessment. However, the final presentation panelists receive a scoring rubric to use when observing the presentations. Reference supporting materials in Section 3: Personnel and Visitors to assist in developing specific assessment factors for interns to be aware of at the beginning of the project of value.* |
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| **Instructions:** Begin organizing your internship project by identifying overall goals, considerations, and project deliverables. Using the categories below, outline your project ideas and needs, seeking approval from your internship supervisor and academy/internship teacher before completing your Work and Learning Plan. This template gives an overview of your topic and project and allows you to adjust needs or ideas before finalizing your Work and Learning Plan. |
| **Scenario:** The student is currently employed in a retail setting at their local mall and wants to use this job toward NAFTrack Internship Requirements. The student intends to study health sciences and has identified career goals in the skilled nursing field. The intern is aware that the parent company of their store encourages community partnerships and service, but none have been established at the current location. After discussions of the student’s career aspirations and community considerations, the employer and student develop a project around serving a local care facility through donations collected in-store. The employer and student worked together to identify aspects of the student’s current role that can accommodate this project and develop career readiness skills. |
| **Project Description:** Intern will organize and conduct a donation drive benefiting a local care facility by facilitating donation collections through their current place of employment. This process will involve planning, communicating with the care facility, organizing in-store drop off sites at their workplace, and helping other employees understand the goals of the drive. |
| **Considerations:**   * What is the timeline? * How will success be measured? * What is the process for communicating with both the employer and care facility management? * What donations will be highlighted as needed during this drive? * How will this initiative be communicated with other store employees? * What does it mean to reflect on this experience?   Who needs to be involved in the work? |
| **Deliverables:**   1. Overall project plan, detailing the timeline of the work, who is involved, and desired outcomes. 2. Meeting agenda or email communication providing details of the initiative and informing co-workers of their role. 3. Communication plan with care facility and list of needed items. 4. Pictures and reflection documenting the overall project. 5. Marketing and kick-off materials to be used at the workplace where donations are collected. |
| **Skill Development:**   * Communication * Initiative and Self-Direction * Critical Thinking and Problem Solving |