



Career Ready Internship (CRI) Project Plan Template

Please complete the Project Plan Template (on pages 2 – 3), save it with the naming convention “CompanyNameProjectPlan,” and email it to your [Industry Engagement Manager](#). You may also utilize a template of your own, which should also contain the details outlined in this template.

You may reference the following resources and suggestions to guide your process:

- [2024 Welcome Packet \(all Industries\)](#)
- [Internship Framework](#)

Prospective Internship Schedule

Reference the following table to indicate which days and times the intern(s) *may* work. We encourage you to include *all* available days and hours the intern can work each week. This table does not reflect the intern’s specific work schedule; however, it allows Industry Engagement Managers to determine if this internship is feasible with the intern’s summer schedule.

NOTE: Interns may work up to 25 hours per week for the duration of the program. While interns are permitted to work on weekends, federal holidays such as Independence Day are considered “unpaid days off.”

Days of the Week	Start Time	End Time
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		



Internship Type (in-person, remote, or hybrid):	Address to Worksite (if in-person or hybrid):

Internship Project Plan

Company:

Point of Contact Information		
Name:	Email:	Contact #:

Project Plan Title:
Internship Type (In-Person, Virtual, Hybrid):

Project overview and background: <i>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.”</i>



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 internship program activities to the project of value.

- This is what the intern will complete by the end of the internship.

Reference example on page 4

Complete Internship Project Plan (Reference example on page 5)

	Industry mentorship & feedback	Industry specific deliverables/remote tasks <i>(insert weekly deliverables)</i>	Professional skill development
Week 1 (20 – 25 hours) Focus Area:			
Week 2 (20 – 25 hours) Focus Area:			
Week 3 (20 – 25 hours) Focus Area:			
Week 4 (20 – 25 hours) Focus Area:			
Week 5 (20 – 25 hours) Focus Area:			
Week 6 (20 – 25 hours) Focus Area:			

*Career Ready Interns may work up to 25 hours a week



*OSSE Industry Engagement Team may provide support with building out the “industry mentorship & feedback” and “professional skill development” components using resourced indicated in the internship framework

*Reference [Internship Framework](#) for recommendation on suggested hours

Sample Project Plan to Guide your Process

Company: DC Career and Technical Education Network

Point of Contact Information

Name: First Last

Email: firstlast@gmail.com

Contact #: xxx-xxx-xxxx

Project Plan

Project Plan Title: Building an Effective Social Media Platform and Online Presence for a Small Business

Internship Type (In-Person, Fully Remote, Hybrid): Hybrid

Project overview and background: Company A currently manages social media sites in-house and in a spontaneous manner. They cannot always keep up with the latest trends in advertising and marketing on the most popular social media platforms. In order for Company A to continue to appeal to the growing online marketplace, they need to better understand where they rank in line to their competitors.



Project description: To provide an exploration of Company A’s social media platforms and brand awareness by using various tools and modern research. Design and implement a plan for increased social media presence. Create a tutorial to demonstrate how to capitalize on social media tools for increased outreach (including both target markets and general markets).

Complete Internship Project Plan:

	Industry mentorship & feedback	Industry specific deliverables/remote tasks (<i>insert weekly deliverables</i>)	Professional skill development
Week 1	Participate in team meetings with interns and staff on Microsoft Teams; take the career assessment on Career Coach DC and explore some careers	Capture findings and detail observations.	Addressing phone and email communication and etiquette
Week 2	Individual check-in; live guest speaker series on Nepris discussing how organizations use social media to increase brand awareness	Gather list of competitors and list pros/cons of each, then compare the companies with a Venn diagram or other visual.	Students complete Microsoft office lessons on Excel; use Career Coach to explore professions within this industry
Week 3	One-on-one Informational interview with a staff/industry professional	Conduct surveys and find a pattern. Put together a strategy and rationale of how to optimize Company A’s social media.	Students complete Microsoft office lessons on PowerPoint; explore and compare professions on Nepris
Week 4	Individual check-ins to discuss progress and provide feedback	Create an alternate account on FB/Instagram/Twitter for Company A and present to owner and mentors with ideas/innovation. Post on these social media accounts.	Attend a virtual networking event with interns and staff on Zoom



Week 5	Group check-in; Q & A with a panel of industry professionals	Finish primary social media accounts with new ideas and advertisement of key elements of business.	Review life skills videos
Week 6	Build resume on Career Coach or update existing resume; submit for feedback	Present tutorial and findings in presentation in front of panel of judges.	Share research on postsecondary options for identified careers