# **Internship Preliminary Project Plan Instructions**

**Background:**

To make the most of your NASA Internship experience, you must be deeply invested in what you are doing, understand its purpose, and take personal intellectual responsibility for accomplishing your task-assignments and objectives. The best way to prepare for your internship (or any professional assignment) is to do the preliminary groundwork as early as possible.

The Internship Project Plan outlines your project approach and preliminary schedule. The plan will lead you to the completion of your project and must have your mentor’s approval.

**Purpose:**

The guidelines below provide an initial structure for your paper and guidance on the content. Your mentor may suggest a different approach for you to take in developing and writing your plan, and you should follow their advice. Your final submission should reflect the conversations you have had with your mentor and the guidance you have received from them, but it must be your product.

**Audience:**

Readers will include your mentor and/or co-mentor, technical reviewers for the program, and the program coordinator(s). The primary beneficiary of the plan, however, will be you, in that it will help you clarify your thinking about your project and its purpose.

**Structure and Content:**

Begin with the sections indicated below and brainstorm answers to the questions provided in each part. When you have this material developed, **input your answers into the template below (beginning on page 3)**.

1. Intern Schedule
   1. What are your active core hours for each week of the internship?
2. Communications Plan
   1. How will you reach your objective or produce your desired final product?
   2. What are the principal tasks and milestones along the path?
   3. What steps promise to be the most difficult, and how will you overcome the difficulties?
   4. What equipment or other resources will you need? Which of these are already in place, and which will you have to make or procure?
   5. With what other people or groups will you be collaborating?
   6. Will completion of your project depend on results from other people in related projects?
   7. What is the anticipated outcome of your efforts?
3. Project Objectives (3)
   1. What is your objective?
   2. What are the tasks needed to reach your objective?
   3. What resources are required to reach your objective?
   4. What is the anticipated outcome?
   5. Do you foresee any possible challenges arising?
   6. What are the deadlines/timeline for each of your tasks?
   7. Who did you collaborate with?
4. Roles & Responsibilities
   1. What is your role on the project?
   2. What are the specific responsibilities that align with your role?
   3. What is your mentor’s role?
   4. Communicate with your mentor and list how they can support you in your responsibilities.
5. Signatures
   1. Once you’ve completed your project plan, have a conversation with your mentor and discuss if they have any additional comments to add. Obtain their signature once the project plan is approved.

**Next Steps:**

Once you have completely **filled in the template below (beginning on page 3)**, you may delete the instructions above and submit your project plan [**here**](https://forms.gle/kZvcMeWjGZpqb6xv5).

# **Internship Preliminary Project Plan Template**

|  |
| --- |
| Intern Name: |
| Intern Email Contact: |  |
| Intern Phone Number: |  |
| Date: |  |
| Project Name: |  |
| Mentor Name: |  |
| Mentor Email: |  |
| Mentor Phone Number: |  |
| Co-Mentor: |  |
| Co-Mentor Email: |  |
| Co-Mentor Phone Number: |  |
| Intern Schedule  Full-time interns are expected to work 35-40 hours/week on average. Part-time interns are expected to work 15-20 hours a week on average depending on the initial agreement listed in the offer letter. Students are required to set their active core working hours with their mentor. Please list the agreed upon working schedule below (e.g. 9AM-5PM Monday-Friday). | |
| Active Core Hours: |  |

|  |
| --- |
| Communications Plan  Please detail the communication plan moving forward between the mentor(s) and intern (e.g. weekly one-on-one meetings, staff meetings, branch meetings, time window for questions on Teams platform chat feature, how will you update your mentor on the project’s progress?, Weekly Progress Questionnaire on Office 365 Forms, etc.) |

|  |  |
| --- | --- |
| Communications Plan: |  |

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| --- | --- |
| Project Objectives  Please list the top 3 project objectives and provide a short description for each, such as the general tasks required, resources needed, the anticipated outcome (i.e. technical outcomes, educational benefits, etc.), and the objective deadline/timeline. Use the example below for reference.  **EXAMPLE:** | |
| Objective: | To supplement existing navigation systems with a combination of hardware and software systems to allow aircraft to autonomously detect, sense, and avoid air traffic. |
| Tasks: | * I plan to research the potential implications of this research as well as the various implementations of Human Autonomous Teaming that can be used to address this issue. * I plan to become proficient in Matlab and various Machine Learning applications through my work * Attend many of the seminars and education opportunities offered which work in relation to my research interests and project objective |
| Resources Required: | Matlab, Machine Learning Applications, Access to various Hardware |
| Anticipated Outcome : | To create a Bayesian Fusion algorithm to enable Human Autonomous Teaming using Matlab. |
| Anticipated Challenges: | I anticipate Matlab may present difficulties like |
| Deadline/Timeline: | Task 1: End of the 3rd week of the internship  Task 2: End of the 4th week of the internship  Task 3: By the last date of the internship |
| Collaboration Groups: | I collaborated with  The completion of my project depends on group X, because |
| **OBJECTIVE 1:** |  |
| Objective: |  |
| Tasks: | * *Enter Text Here* * *Enter Text Here* * *Enter Text Here* |
| Resources Required: |  |
| Anticipated Outcome |  |
| Anticipated Challenges: |  |
| Deadline/Timeline: |  |
| Collaboration Groups |  |
| **OBJECTIVE 2:** |  |
| Objective: |  |
| Tasks: | * *Enter Text Here* * *Enter Text Here* * *Enter Text Here* |
| Resources Required: |  |
| Anticipated Outcome: |  |
| Anticipated Challenges: |  |
| Deadline/Timeline: |  |
| Collaboration Groups |  |
| **OBJECTIVE 3:** |  |
| Objective: |  |
| Tasks: | * *Enter Text Here* * *Enter Text Here* * *Enter Text Here* |
| Resources Required: |  |
| Anticipated Outcome: |  |
| Anticipated Challenges: |  |
| Deadline/Timeline: |  |
| Collaboration Groups: |  |

|  |  |
| --- | --- |
| Roles & Responsibilities  Defined Roles and Responsibilities provides clarity, alignment, and expectations, for everyone working on this project. Defining these roles can make a positive impact on how the work is done and enables effective communication throughout the completion of the project. Please provide a brief description (use bullet points if preferred) for each role, cooperatively with your mentor. | |
| Intern Role: | * *Enter Text Here* * *Enter Text Here* * *Enter Text Here* |
| Intern Responsibilities | * *Enter Text Here* * *Enter Text Here* * *Enter Text Here* |
| Mentor Role: | * *Enter Text Here* * *Enter Text Here* * *Enter Text Here* |
| Co-Mentor Role: | * *Enter Text Here* * *Enter Text Here* * *Enter Text Here* |
| Signatures  Defined Roles and Responsibilities provides clarity, alignment, and expectations, for everyone working on this project. Defining these roles can make a positive impact on how the work is done and enables effective communication throughout the completion of the project. Please provide a brief description (use bullet points if preferred) for each role, cooperatively with your mentor. | |
| Mentor Approval Signature: |  |
| Intern Initials: |  |