Intern project: “Cursor Onboarding Kit” — a runnable program to get the team productive with Cursor

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Project summary (single-sentence)

Build a reproducible, low-friction **Cursor Onboarding Kit** (repo + guided Cursor workspace + short workshop) so your team can get set up, learn core workflows, and start using Cursor confidently.

Objectives (what success looks like)

1. A public/internal repo containing step-by-step setup docs, templates, and example Cursor sessions.
2. A Cursor workspace template (or guided walkthrough) demonstrating 4 common team workflows.
3. A 30–45 minute live workshop + 1-page quick reference and 5-question feedback survey.
4. Measurable short-term adoption: at least 60% of attendees report “able to start using Cursor” in the post-workshop survey.

Recommended scope & timeline (2 days/week)

Assume each “day” = focused ~6–8 hours. Total project: **6 weeks** (12 work days). If you prefer faster, compress to 4 weeks.

Week 0 — Day 0 (Day before start)

- Manager (you) assigns the intern access to required accounts (GitHub, Cursor org, Slack, Zoom).
- Provide this spec and point them to a single Slack channel for questions.

Week 1 — Days 1–2: Kickoff + discovery

Deliverables:

- Project plan (one-page) in repo `README.md`.
- Interview notes with 2–3 teammates: what they want Cursor to solve.

Tasks:

- Quick self-training: intern explores Cursor docs & records top 10 features they think matter for your team (use AI tools to speed this).
- Create repo skeleton: `/docs`, `/templates`, `/examples`, `/workshop`.

Acceptance:

- Repo skeleton exists and the project plan is committed.

Week 2 — Days 3–4: Environment & baseline docs

Deliverables:

- **Setup guide**: OS-specific steps, credential management, recommended extensions, and a “first run” checklist.
- A short troubleshooting FAQ.

Tasks:

- Write step-by-step setup instructions (macOS/Windows/Linux if relevant).
- Add screenshots or short GIFs demonstrating first launch and auth flows (or indicate where screenshots are needed).

Acceptance:

- A teammate following the guide in a fresh environment can reach Cursor sign-in and run a sample command in ≤30 minutes (document the test run).

Week 3 — Days 5–6: Build 4 example workflows

Deliverables:

- 4 complete, commented Cursor session templates (or guides) under `/examples`:
    1. Quick project kickoff (create repo scaffold, fetch README)
    2. Data summary + simple analysis workflow (load CSV, run quick stats)
    3. Writing flow: draft + refine job description or customer email using AI-assisted prompts
    4. Debugging/code exploration pattern (open files, search, run tests)

Tasks:

- For each workflow: include goal, preconditions, commands/steps, expected output, and an explanation of what to change.
- Provide “starter prompts” when Cursor is used with LLMs, and at least two variations for each (conservative vs. creative).

Acceptance:

- A non-developer teammate can run one workflow and reproduce the expected result following the instructions.

Week 4 — Days 7–8: Templates, prompts, and widgets

Deliverables:

- Cursor **workspace template** or template files that users can clone.
- A `prompts.md` with recommended prompt templates and “how/when to edit prompts”.
- A short automation example (if Cursor supports it) showing one repeatable task.

Tasks:

- Convert one example into a reusable template.
- Standardize naming and add comments.

Acceptance:

- Template can be cloned/duplicated with minimal edits to run for a different dataset/project.

Week 5 — Days 9–10: Workshop + materials

Deliverables:

- 30–45 minute workshop slide deck + demo script + a 1-page Quick Reference (one-pager).
- A 5-question feedback survey (Google Form or equivalent).

Tasks:

- Prepare a live demo using one of the templates; record a 6–8 minute screencast of the demo (optional but recommended).
- Draft the workshop agenda: 10 min intro, 20 min demo, 10 min hands-on lab, 5 min Q&A.

Acceptance:

- Dry run completed with at least one teammate and slides/gif/demo work.

Week 6 — Days 11–12: Run workshop, iterate, handoff

Deliverables:

- Run the workshop for the team; collect survey responses.
- Finalize repo based on feedback and create a short “Next steps” roadmap.

Tasks:

- Host the workshop; capture attendance and survey results.
- Triage major feedback and update docs/templates.

Acceptance:

- Repo finalized and a short post-workshop report (1 page) summarizing adoption metrics and recommended next actions.

Deliverables checklist (what you’ll hand to the team)

- `README.md` (project summary + quick start)
- `/docs/setup.md` (OS-specific setup + auth)
- `/examples/*` (4 example session templates)
- `/templates/*` (workspace & template files)
- `/workshop/` (slides, script, recorded demo)
- `quick-reference.pdf` (1-pager)
- `survey-results.csv` and `post-workshop-report.md` (one page)

Suggested repo structure (copy-paste to intern)

```
None
cursor-onboarding-kit/
├─ README.md
├─ docs/
│  ├─ setup.md
│  ├─ troubleshooting.md
```

```
|  └─ prompts.md
├─ examples/
|  ├─ 01-kickoff/
|  ├─ 02-data-summary/
|  ├─ 03-writing-flow/
|  └─ 04-debugging/
├─ templates/
|  └─ cursor-workspace-template/
├─ workshop/
|  ├─ slides.pdf
|  ├─ demo-recording.mp4
|  └─ script.md
├─ quick-reference.pdf
└─ post-workshop-report.md
```

Handoff / evaluation criteria (how you judge success)

- Documentation completeness: setup.md covers all necessary steps and was used successfully by one test user (pass/fail).
- Example fidelity: at least 3 of 4 examples reproduce as documented by another teammate (pass = 3+).
- Workshop outcome: ≥60% of attendees answer “Yes — I can start using Cursor” on the survey.
- Quality of templates: team can spin up a new workspace from template in ≤15 minutes.

Suggested metrics & short survey (5 quick questions)

1. I can reproduce the setup in the README (Yes / No / Partially)
2. After the workshop, I feel confident starting a Cursor session (1–5)
3. Which example was most useful? (multiple choice)
4. What was missing or confusing? (free text)
5. Would you attend a follow-up deep-dive? (Yes / No)

Use this to measure adoption and iterate.

Recommended tools & practices (for the intern)

- Use GitHub for the repo. Create PRs for major docs and use descriptive commit messages.
- Use short, iterative demos — record 6–8 minute screencasts for asynchronous users.
- Use AI tools for drafting docs and prompts, but validate outputs manually.
- Keep language simple and action-oriented: “Do this → see that”.
- Version the templates and tag a release (e.g., v0.1) at handoff.

Example micro-tasks the intern can start with tomorrow

1. Create the repo skeleton and commit `README.md` with the project plan.
2. Draft `docs/setup.md` with 5 top-level steps (install, sign in, first-run, permissions, troubleshooting).
3. Build example 01 (project kickoff) and test it with you or a teammate; record results.
