NYU SPS Summer Intern 2022 Schedule Suggestion

DELIVERABLES

Deliverable	Description	Est. Time Requirement	Due Date *Subject to change.*
Onboarding	Intern team members complete onboarding with Eduscape through an asynchronous eLearning course and team meetings.	3-5 hours	Week 1
Weekly Check-in Meetings	Meetings with project leads/supervisors to ask questions, provide project status, troubleshoot, etc.	4 hours	Weeks 1-8
Project Kick-Off	A meeting to review the project, norm expectations with team members, establish roles, and access relevant background information/materials needed.	1 hour	Week 2
Exploration of Current Data Landscape	Testing the current tools/status of projects, research, engaging in discussions, etc. to gain a better understanding of the project goal and partners' needs.	5-20 hours	Weeks 2-3
Project Proposal: Recommendations & Scope of Sequence	Creation of a scope and sequence to identify the current status of the project, the goals, recommendations, and a development road map.	5-10 hours	Week 3
Project Implementation	Intern team members implement project management cycles to develop and design solutions proposed.	20-80 hours	Weeks 4-8
Feedback Checkpoints & Meetings	Throughout the implementation of the project, team members and the project lead will meet at identified checkpoints to solicit and share feedback.	2-4 hours	Weeks 4-8

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Release Notes	Throughout the project, intern team members will track release notes to capture the status of new features published or updates made.	1-2 hours	Weeks 4-8
Project Hand-Off	Intern team members will create a project hand-off plan to effectively onboard future team members to the project.	1-5 hours	Week 8