**Intern Project Template**

Purpose: The purpose of this intern project template is to ensure that each Professional Services intern has a clearly defined project for the duration of his/her internship with our practice.

Required Actions:

1. **At leasttwo weeks** **prior to intern start**: upload this completed template to this Workdocs folder with the naming convention of: InternLastName\_InternFirstName\_MentorAlias\_ProjectName (e.g.: Pope\_Bailey\_Bailepop\_NewApp).
2. **One week** **prior to intern start**: Add a link for your intern’s project plan to your intern’s Embark launch plan under “Projects” section.

More information about creating intern work can be found on the [Intern Project Guidelines page](https://w.amazon.com/bin/view/AWS_Early_Career_Talent/Pre-Boarding_and_Onboarding/Project_Guidelines) on the AWS Early Career Talent Wiki. For example project plans, [here](https://amazon.awsapps.com/workdocs/index.html#/folder/b4ede33fb0bc160aa1dd1eb502ac8ad2946d224fd7e6a63243e5c3dc32fa44bd) are previous ProServe intern project plans. If you have further questions, please contact [aws-proserve-internprogram@amazon.com](mailto:aws-proserve-internprogram@amazon.com).

**Intern projects should meet SMART criteria:**

* **Specific**: The project goal, timeline, and deliverables should be clear and specific to focus the intern’s efforts.
* **Measurable**: Assigned work should have the LP and role competencies needed to determine a return offer at the end of the internship.
* **Achievable**: Work should be attainable within the internship period. As an example, work for 12-week internships should take an intern 8-10 weeks to complete to allow at least one week for ramp-up and one to two weeks for final transition/presentations.
* **Relevant:** Work should focus on a relevant business problem that a new hire might be expected to solve.
* **Time-bound:** The overarching project goal and each milestone within the project should include a target date to focus the intern’s efforts and track progress.

**Intern Stakeholders**

Intern Name:

Intern Manager:

Intern Mentor:

Intern Onboarding Buddy:

**Project Features and Deliverables**

**Project Title: Creating a Data Pipeline to Redact PII**

**Overall Project Description/Scenario:** HealthTech Analytics, a healthcare data analytics company, processes large volumes of patient records and healthcare data to derive insights for improving patient care and operational efficiency. However, they face a significant challenge in protecting sensitive patient information while maintaining data utility for analysis. They need an automated solution to identify and redact PII from their documents before analysis, ensuring HIPAA compliance while preserving the analytical value of the data.

The company processes various document types including:

* Patient discharge summaries
* Insurance claims
* Medical research data
* Operational reports

HealthTech needs AWS's expertise to develop a secure, scalable solution that can:

* Automatically detect and redact PII from documents
* Maintain document structure for analysis
* Provide visibility into the processing status
* Feed cleaned data into their analytics pipeline

AWS will assist HealthTech with the following activities:

* Implement a secure document processing pipeline using:
  + Amazon S3 for document storage
  + Amazon Comprehend for PII detection
  + AWS Lambda for processing
  + Amazon QuickSight for visualization
* Design a solution that handles these PII types:
  + Patient names
  + Social Security numbers
  + Medical record numbers
  + Contact information
  + Dates of birth
  + Insurance information, and more…

Key Solution Components:

* Automated document intake and processing system
* PII detection and redaction engine
* Secure storage for both raw and processed documents
* Processing status tracking system
* Analytics dashboard for cleaned data
* Comprehensive monitoring and logging

HealthTech would also like to consider the following optional enhancements:

* Document versioning and backup strategy
* Custom PII detection rules
* Batch processing optimization for large document sets
* Different access points for different IAM users (Ex: If Admin, can view PII; If customer, cannot view PII; If Data Analyst, can view some PII but not all)
* A simple web interface for document upload and status tracking

**Phase 1: Research AI/ML services**

|  |  |
| --- | --- |
| Number of Weeks: | 4 |
| Description of Phase (including milestones within phase): | * Research and develop a comprehensive comparison of listed AI/ML services. * Choose service(s) for customer’s use case. * Design an architecture diagram for the proof-of-concept. * Create presentation for stakeholder alignment. * Read through the documentation for how to write a PR/FAQ * Meet with stakeholder(s) to review and present PR/FAQ |
| Key Deliverables (including due dates) | * Service suitability presentation * Architecture diagram, with stakeholder buy-in * PR/FAQ |

**Phase 2: Build the Solution and Demo**

|  |  |
| --- | --- |
| Number of Weeks: | 4-6 |
| Description of Phase (Including milestones within phase): | **Milestone 2.1: Scaffold infrastructure (1 week)**   * Set up base infrastructure-as-code, including document and storage services.   **Milestone 2.2: Implement automation (2-3 weeks)**   * Develop and test automated entity extraction.   **Milestone 2.3: Documentation (1-2 weeks)**   * Demo proof-of-concept solution. * Analyze solution accuracy. * Create runbook for solution deployment and operation.   **Optional: (1 week)**   * Consider optional enhancements as requested by Octank. |
| Key Deliverables (including due dates): | * Code repository with solution as infrastructure-as-code * Final presentation * Runbook, accuracy analysis, and other documentation |

**Resources**

|  |  |
| --- | --- |
| List the tools/systems/resources the intern will need to have access to in order to meet project deliverables. | **Internal Amazon tools:** (work with your mentor to ensure you have access)  Isengard, Gitlab, Workdocs, Quip  **AWS tools and services:**  CDK or Cloudformation, S3, Textract, Comprehend, Quicksight… and more! |
| List the stakeholders/services outside of your team that are necessary for this project. | N/A. Please check with your mentor for additional stakeholders you may need to consider for this project. |

**Glossary**

**Mentor:** The mentor is a critical partner in the intern’s experience. The manager and mentor should work together to ensure the intern is able to complete these tasks. The manager should select a mentor with these expectations in mind. A mentor can drive daily work goals and is included in the final intern evaluation meeting.

**Onboarding Buddy:** Like all new hires, interns will have lots of questions in their first few weeks. Buddies are their main contact for onboarding and support as they ramp up to Amazon’s systems, processes, and peculiarities. These are frequently former interns or those in the same role and level as the intern.

**Project goals:** Describe, specifically, the goals of the project. The goals should follow the SMART criteria as described earlier in this document.

**Project deliverables:** A detailed description of what the intern will deliver, and when, for the project to be a success.

**Updating scope:** There may be circumstances where the scope of your project may need to be altered after the intern starts. What part of the scope can be added or removed without undermining the success of the project and intern?

**Tools and resources:** List the tools and resources that the intern will need to learn/use throughout the duration of their internship to complete the project. Examples: Data Warehouse, DSS, Cognos, Grasshopper

**External stakeholders/shared services:** Interacting with other teams is a valuable part of being at Amazon. List the stakeholders and shared services that the intern will need to access to complete the project. Consider whether those services will be readily available throughout the internship. Managers are responsible for ensuring their intern has access to the necessary stakeholders. Examples: tax, legal, accounting, engineering support