

FYP Intern 2024 | POST-PILOT 90-DAY ACTION PLAN

“ Building on First Cohort Experience with Ji Min, Reem, and Shufan

Month 1: Pilot Analysis & Learning Capture

“ *Learn deeply from experience before scaling*”

Week 1: Comprehensive Pilot Review

FOCUS: Data Collection & Analysis

- Interview all pilot interns (Ji Min, Reem, Shufan)
- Survey all mentors (Yourself, Joanna, Sahith)
- Analyze all existing documentation
- Compile pilot metrics

Daily Tasks:

- Monday: Create interview/survey templates
- Tuesday: Conduct intern interviews
- Wednesday: Conduct mentor interviews
- Thursday: Analyze existing data
- Friday: Compile initial findings

Week 2: Impact Analysis

FOCUS: Value Assessment

- Document all pilot outcomes

- Map pilot successes:
 - * Projects completed
 - * Skills developed
 - * Community connections made
 - * Post-internship engagement
- Identify improvement areas:
 - * Early direction challenges
 - * Online communication issues
 - * Attendance patterns
 - * Engagement levels

Daily Tasks:

- Monday: Map all project outcomes
- Tuesday: Document skill developments
- Wednesday: Analyze engagement data
- Thursday: List improvement areas
- Friday: Create impact summary

Week 3: Program Refinement

FOCUS: Structure Enhancement

- Develop structured tracks based on pilot:
 - * Research track learnings
 - * Technical track insights
 - * Event planning experiences
 - * Community organizing feedback
- Create clear guidelines for each track

Daily Tasks:

- Monday: Review each track's results
- Tuesday: Document best practices
- Wednesday: Outline improvements
- Thursday: Create track guidelines
- Friday: Review with team

Week 4: Documentation & Systems

FOCUS: Process Improvement

- Document all pilot learnings
- Create improved onboarding based on feedback
- Develop structured mentorship guidelines

- Build intern milestone framework

Daily Tasks:

- Monday: Compile all learnings
- Tuesday: Draft new processes
- Wednesday: Create templates
- Thursday: Build tracking systems
- Friday: Finalize documentation

Month 2: Fundraising & Sustainability

“Build resource foundation for growth”

Week 1: Funding Strategy

FOCUS: Case for Support

- Calculate true program costs:
 - * Intern stipends (\$500/month)
 - * Mentor compensation (\$700/month)
 - * Operational costs
 - * Support systems
- Develop compelling pitch:
 - * Pilot success stories
 - * Impact metrics
 - * Growth potential
 - * Resource needs

Daily Tasks:

- Monday: Complete cost analysis
- Tuesday: Draft case for support
- Wednesday: Create pitch deck
- Thursday: Develop budget model
- Friday: Review with team

Week 2: Funding Research

FOCUS: Opportunity Mapping

- Research potential funders:
 - * Youth development grants
 - * Mental health foundations
 - * Tech education funders
 - * Corporate partners
- Create submission calendar

Daily Tasks:

- Monday: Research foundations
- Tuesday: Map corporate prospects
- Wednesday: Identify grant opportunities
- Thursday: Create submission timeline
- Friday: Prioritize opportunities

Week 3: Partnership Development

FOCUS: Strategic Relationships

- Create partnership proposals
- Develop university relationships
- Build corporate connections
- Design collaboration frameworks

Daily Tasks:

- Monday: Draft partnership models
- Tuesday: Research universities
- Wednesday: Map corporate targets
- Thursday: Create outreach materials
- Friday: Begin outreach

Week 4: Sustainability Planning

FOCUS: Long-term Viability

- Develop multiple revenue streams
- Create resource optimization plan
- Build sustainability metrics
- Design scaling budget

Daily Tasks:

- Monday: Map revenue options

- Tuesday: Create resource plan
- Wednesday: Build metrics
- Thursday: Design budget
- Friday: Review with team

Month 3: Next Phase Planning

“Prepare for thoughtful expansion”

Week 1: Program Enhancement

FOCUS: Structure Development

- Create comprehensive program manual
- Develop enhanced curriculum
- Build evaluation frameworks
- Design quality standards

Week 2: Scale Preparation

FOCUS: Growth Infrastructure

- Develop automated systems
- Create scalable processes
- Build training materials
- Design growth metrics

Week 3: Cohort 2 Planning

FOCUS: Implementation

- Set cohort size (5 interns goal)
- Define mentor requirements
- Create selection process
- Develop marketing plan

Week 4: Launch Preparation

FOCUS: Execution Ready

- Finalize all materials
- Train mentor team
- Set up systems
- Begin recruitment

☐☐ Key Success Metrics from Pilot

Track improvement in areas identified from pilot:

- Early engagement levels
- Project completion rates
- Mentor satisfaction scores
- Post-program involvement
- Community connection metrics

☐☐ Funding Targets

Cohort 2 Budget:

Base Costs: \$4,600-\$6,000

Additional Needs:

- Program materials
- Technology tools
- Marketing budget
- Emergency fund

Total Target: \$10,000

☐☐ Critical Focus Areas Based on Pilot

1. Structure vs. Flexibility Balance
 - Clear frameworks
 - Maintained autonomy
 - Guided exploration
2. Engagement Enhancement
 - Regular touchpoints
 - Community building
 - Clear expectations
3. Impact Documentation
 - Success metrics
 - Outcome tracking
 - Value demonstration
4. Resource Sustainability
 - Diversified funding
 - Partner support
 - Resource optimization

☐☐ Pilot-Informed Tips

1. Early Direction
 - Provide clear initial projects
 - Set specific milestones
 - Allow gradual autonomy
2. Communication
 - Mix of structured and informal
 - Regular check-ins
 - Clear channels
3. Accountability
 - Clear expectations
 - Support systems
 - Flexible structures
4. Community Building
 - Intentional connections
 - Shared experiences
 - Group activities

Remember: Build on pilot successes while systematically addressing identified challenges. Focus on creating sustainable structures that maintain the program's core values of agency and authenticity.

Revision #2

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