

# 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.

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Revision #2

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