



Special Project Final Report

Name: _____

Agency: _____

1. Include the following information in your report:

- b. Provide a statement of need for this special program or project. Why did you do this particular project/program?
- c. Provide a brief summary of your special project as if you were explaining it to someone outside of the agency.
- d. Discuss your leadership role in completing this project (i.e., planning, organizing, and implementing the project). What did you accomplish, how did you accomplish this, and what resources did you use? What were the highlights of the project?
- e. Describe the benefits of the project to the agency.
- f. What were the barriers or challenges of the project and how did you overcome them?
- g. Identify the skills and competencies you acquired through the completion of the project.
- h. Provide an evaluation of the project. Identify what was done well and what you might do differently, if you were to repeat the project. What did you learn from this experience?

2. In addition to the summary, provide any other documentation or evidence of the project. For example, pictures of the event, a copy of a flyer, brochure or other promotional item, a video, copies of purchase orders, staff evaluation or in-service training program. Include anything that would be relevant to your project.

By submitting this report, I am verifying that my supervisor has reviewed my answers regarding my special project.

Student's Signature: _____

Agency Supervisor's Signature: _____