



Special Project Plan - Initial Report

Name: _____

Agency: _____

Describe in detail the special project or major program responsibility you will complete for your internship.

Describe the project/program, not your duties.

Describe the purpose of this special project or program serves for the agency.

What will you learn and be able to do as a result of this project?

List the major tasks you are required to successfully accomplish for the special project or program and provide projected completion dates for each task.
