



Proposed Project for OHSU's Summer Internship

Project Name:

Project Director Sponsor:

Direct Manager's Contact Info: (email)

(phone)

Department:

Physical Location:

1. Project Overview: *Describe the reason for the project. Please include how this project will align with your department processes and the OHSU strategic goals.*

2. Project Goals: *Provide a description of the "history" of this project. Include any information on its background that may be of importance to communicate in the context of this project.*

Explain your expected ROI from the project and describe the predicted impact (e.g. on the business, on staff, patients, etc.). Explain the rationale for the project. Describe in detail the circumstances driving the change.

3. Learning Objectives: *Document the high level learning objectives of the project here.*

4. Knowledge, Skills and Abilities Needed: *Provide the details of the knowledge, skills and ability for the intern to complete this project.*

5. Access Requirements: *Describe the access needed for the intern to be able to complete this project (e.g., department's X drive or Epic-View Only).*

6. Management: *Provide information regarding who will manage the project and to whom the intern will report.*

7. Timeframe and Milestones: *Describe the rough overall timeframe for the main stages in the project, and the milestones/checkpoints within each stage (if applicable).*

8. Inclusions & Deliverables: *What is deemed to be included in the scope of the project? What is not included in the project? It is essential that items appearing in this section are clear and able to be accomplished in the 10-week internship timeframe.*