

## HDR Internship Project Plan Template

Note: This project plan should be completed by the candidate in consultation with the Host Organisation and with assistance of their supervisory team. Once completed please attach the project plan to the **HDR Internship Agreement**.

<b>Candidate's name:</b>	<b>Candidate's student number:</b>
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<b>Candidate's Statement</b> <i>Please outline your aims, objectives and expectation from participating in this proposed internship.</i>	
<b>Host Organisation Details</b> <i>Host name, ABN, address</i>	
<b>Host Organisation Website</b>	
<b>Host Organisation Key Contact</b>	Name: _____ Role: _____ Email: _____ Phone: _____
<b>Host Organisation Internship Supervisor</b> <i>(if different from the Key Contact above)</i>	Name: _____ Role: _____ Email: _____ Phone: _____
<b>Host Organisation overview</b> <i>Description of the Host Organisation including company size, size of your department or office, date of establishment and any other relevant information.</i>	
<b>Location of internship</b> <i>(if different from the address provided above)</i>	

<b>Project Title</b>	
<b>Project Background</b> <i>Describe the problem facing the Host Organisation and the impact that this problem has on the business.</i>	
<b>Activity to be conducted</b> <i>Define 2-3 objectives that the Host Organisation hopes to achieve through the internship. Focus on key questions that need to be investigated in order to resolve or better understand the problem.</i>	
<b>Key Deliverables</b> <i>What are the key tasks or outcomes the candidate will deliver or complete?</i>	
<b>Key Learning outcomes</b> <i>What are the key learning outcomes of the project?</i>	
<b>Proposed Project Dates</b> <i>Please indicate the duration of the intended project and the preferred daily work pattern for the candidate. Time must be allowed for the candidate to consult with supervisors (Principal Supervisor and Placement Supervisor) each week to address any research concerns.</i>	
<b>Note of Special Conditions</b> <i>e.g. police check requirements, vaccination, blue card etc.</i>	

**Candidate**

I (the candidate) confirm that the project plan accurately reflects the scope of work for the internship, has been agreed on with the Host Organisation and principal supervisor and is in line with policies and requirements for HDR internships.

**Principal Supervisor**

I (the principal supervisor) confirm that the internship project as outlined above reflects the Host Organisation research challenge/problem and fits the capabilities of the candidate.