



Fellowship Project Planning Worksheet

How to use this document

This worksheet should be used as a working document between the fellowship leaders and anyone who will be leading a student project. The worksheet on the following page should be completed for each student project identified. If a group of students is already identified and selected, this could be a great opportunity to co-design the projects with the students.

Note on Outcomes and Goals

The worksheet only includes the space to create five goals and five outcomes. If initially create more outcomes or goals, consider if you can combine some of the outcomes or goals to have a more focused and manageable project.

Note on jargon language

All application materials (including project descriptions) should have student-friendly language. Upon completing this document, someone should go through the document and identify any industry-specific language. This language will inevitably confuse students who are unfamiliar with the industry. Even if the fellowship is hosted at a higher education institution, there is a plethora of [higher education jargon](#) that should be avoided, re-worded, and clearly defined for students.

Big Picture Planning

Project Goals

What is/are the overall goal(s) and subgoals of the project? By the end of the project, what is your organization hoping to achieve?

Goal 1:

- *Subgoal:*
- *Subgoal:*

Goal 2:

- *Subgoal:*
- *Subgoal:*

Goal 3:

- *Subgoal:*
- *Subgoal:*

Goal 4:

- *Subgoal:*
- *Subgoal:*

Goal 5:

- *Subgoal:*
- *Subgoal:*

Learning Outcomes

By the end of the Fellowship experience, what conceptual knowledge are we hoping the fellows will gain and/or refine after engaging in this project? Through what activities, experiences, and learning opportunities will Fellows be able to pursue and/or refine, and apply that knowledge?

Outcome 1:

Outcome 2:

Outcome 3:

Outcome 4:

Outcome 5:

Skills Used

By the end of the Fellowship experience, what skills are we hoping the Fellows will use and/or refine after engaging in this project? Through what activities, experiences, and learning opportunities will Fellows be able to pursue and/or refine skills/outcomes?

Project Planning

Fellows Deliverable

What will the Fellows on this team be physically creating and/or contributing to?

Audience(s)

Who is/are the audience/s for this deliverable? How will the project be delivered to those audiences? (ex., presentation to stakeholders, written report, or videos on a website?)

Attribution

How will the Fellows on the team be credited for the project's final deliverable?

Orientation Materials

What resources, skills, and/or contextual knowledge would set up the Fellows for success from day one of starting their project? These resources, skills, and/or contextual knowledge should be integrated into their orientation for early exposure to the material.

Approach

What approach (i.e., methodologies, processes, perspectives, etc.,) to this work can the Fellows expect for this project? For example, the project may employ equity-centered design methodologies with an anti-racist perspective.

Week-to-Week Planning

This section is critical to ensure students are informed on what to expect on a week-to-week basis so they plan their schedules accordingly.

Week-to-Week Tasks

In general, what will their week-to-week look like? For example, should they expect collaborative working meetings with their project teams?

What can a sample week look like?

Based on the response above, what can a sample week look like for students? Consider meetings (project team, cohort, additional/optional), assignments, reading, preparation, and research that Fellows may be expected to do and approximately how much time will be spent doing representative tasks (meetings, research, collaborative working sessions, etc.).

Monday	Tuesday	Wednesday	Thursday	Friday