

Implementation Checklist: Your Step-by-Step Guide

Use this actionable checklist to plan and execute your own outsourced digital internship programme.

Foundation & Planning

Action	Key Considerations	Responsible Person	Timeline	Status
Conduct organisational readiness assessment	<ul style="list-style-type: none"> Evaluate current capacity, resources, and expertise Assess financial capability for 12-18 month investment Review alignment with organisational mission 	Executive Director/CEO	Month 1	<input type="checkbox"/>
Develop comprehensive business plan	<ul style="list-style-type: none"> Create 3-year financial projections with different scenarios Define service offerings and pricing strategy Outline scaling plan from pilot to full operations 	Programme Director	Month 2	<input type="checkbox"/>
Secure startup funding	<ul style="list-style-type: none"> Calculate total capital requirements for first 18 months Identify funding sources (grants, loans, investors) Prepare investor presentations and grant applications 	Finance Manager/CEO	Month 3	<input type="checkbox"/>
Establish legal structure	<ul style="list-style-type: none"> Register business entity and obtain necessary licences Develop employment law compliance framework Create data protection and security policies 	Legal Advisor/HR Manager	Month 3	<input type="checkbox"/>
Recruit core leadership team	<ul style="list-style-type: none"> Appoint Programme Director, Technical Manager, Candidate Manager Define clear roles, responsibilities, and reporting lines Establish compensation and performance management systems 	CEO/HR Manager	Month 4	<input type="checkbox"/>

Let's Get To Work.

This model is challenging but immensely rewarding. You will be building a new ecosystem for talent in South Africa.