

Implementation Checklist: Your Step-by-Step Guide

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

Infrastructure & Systems

Action	Key Considerations	Responsible Person	Timeline	Status
Secure and setup physical workspace	<ul style="list-style-type: none"> Location accessible to target candidates and employers Professional environment with quiet work areas Capacity for 50-100 interns with room for growth 	Operations Manager	Month 5	<input type="checkbox"/>
Implement IT infrastructure	<ul style="list-style-type: none"> High-speed internet and backup connectivity Secure equipment storage and access controls Client-specific security requirements compliance 	IT Manager/Technical Manager	Month 5	<input type="checkbox"/>
Develop programme curriculum	<ul style="list-style-type: none"> Create month-by-month training schedules for each service area Design assessment tools and performance rubrics Prepare onboarding materials and handbooks 	Technical Manager/Training Coordinator	Month 6	<input type="checkbox"/>
Create legal contract templates	<ul style="list-style-type: none"> Employer service agreements with flexible terms Intern learning contracts and NDAs Equipment usage and security policies 	Legal Advisor	Month 6	<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.**