

## Implementation Checklist: Your Step-by-Step Guide

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

### Monthly Operations Checklist

Action	Key Considerations	Responsible Person	Status
<b>Conduct intern performance reviews</b>	<ul style="list-style-type: none"> <li>Assess technical and professional skill development</li> <li>Provide feedback and adjust individual development plans</li> <li>Document progress for employer reporting</li> </ul>	Technical Manager	<input type="checkbox"/>
<b>Review client satisfaction</b>	<ul style="list-style-type: none"> <li>Collect formal feedback from employer partners</li> <li>Assess project completion rates and quality</li> <li>Address any service delivery issues immediately</li> </ul>	Programme Director	<input type="checkbox"/>
<b>Monitor financial performance</b>	<ul style="list-style-type: none"> <li>Track revenue, costs, and profitability per intern</li> <li>Review cash flow and payment collections</li> <li>Adjust pricing or operations if needed</li> </ul>	Finance Manager	<input type="checkbox"/>
<b>Evaluate recruitment effectiveness</b>	<ul style="list-style-type: none"> <li>Analyse candidate success rates and attrition</li> <li>Adjust recruitment criteria and selection processes</li> <li>Maintain candidate pipeline for future cohorts</li> </ul>	Candidate Manager	<input type="checkbox"/>
<b>Provide team development</b>	<ul style="list-style-type: none"> <li>Ongoing training for mentors and staff</li> <li>Share best practices and lessons learned</li> <li>Address any performance or capacity issues</li> </ul>	Programme Director	<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.