

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

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

### Risk Management and Contingency Planning

Risk Scenario	Early Warning Signs	Immediate Actions	Responsible Person
<b>Major client cancellation</b>	Delayed payments, reduced project scope, negative feedback	Activate backup client pipeline, reduce cohort size, renegotiate terms	Programme Director
<b>High intern attrition</b>	Multiple resignations, low engagement scores, performance issues	Increase support services, review selection criteria, adjust programme intensity	Candidate Manager
<b>Cash flow crisis</b>	Late client payments, unexpected costs, reduced revenue	Implement emergency cost cuts, accelerate collections, secure bridge funding	Finance Manager/CEO
<b>Quality control failure</b>	Client complaints, project delays, technical errors	Immediate mentor intervention, additional training, client relationship repair	Technical Manager

**Let's Get To Work.**

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