August 19, 2020

Experiential Learning Office

Illinois Institute of Technology

3201 S. State Street Chicago

Illinois 60616

Subject: Education & Training Plan

Dear Experiential Learning Office,

**(Company Name here)** is pleased to present the attached Education & Training Plan in support of the CPT application being submitted by the following Illinois Tech student whom we already made an internship position offer.

* **Student Name Here**

We’d appreciate you quickly expediting the student’s paperwork, if at all possible. I hope the attached plan will serve the purpose. If you have any questions or need additional information, please feel free to contact me either by email or phone.

Sincerely,

Attachment: Education & Training Plan

**Education & Training Plan**

**(Company Name here)** is a project management coaching, training, and consulting company located in Chicago, Illinois. **(Company Name here)** has mentored, offered internships and also hired Illinois Institute of Technology (Illinois Tech) graduates for full-time positions.

**(Company Name here)** is pleased to present this Education & Training Plan to the Experiential Learning Office at Illinois Tech in support of the CPT application being submitted by student intern **(Student Name Here)** that **(Company Name here)** would like to bring on board for the fall semester beginning on August 24, 2020 and ending on December 19, 2020. The objective of this document is to outline the goals of the internship with preliminary timelines and illustrate how they will be achieved.

The goals of our program are for our interns to develop the following skills:

* To work effectively with project teams
* To develop and implement a project plan that facilitates successful completion of the project
* To write python code for a software application to be used by project management for education/training purposes
* To develop quantitative models in project risk management
* To put together materials for professional presentations

During the internship, the students will receive practical training by working on a real-world project as part of a project team in a corporate environment. To achieve the aforementioned goals the intern will be given a project(s) that should be completed by mid-December. The first task of the team is to understand the project objectives, its scope, and the stakeholder expectations. The team will put together a project plan outlining the project tasks to be completed and corresponding timelines. As they implement the plan, they'll discuss and monitor the progress and make any necessary adjustments to the plan on a weekly basis. As they get closer to the project completion, they will put together required materials for possible technical presentations at professional conferences. A preliminary schedule shown below will be discussed and refined as necessary after the team has started working on the project.

* Weeks 1: Review project background information
* Week 2: Discuss project scope of work and quantitative models
* Week 3: Develop a project plan
* Week 4-6: Write code for the initial modules of the software
* Weeks 7-8: Perform testing and debug the code
* Weeks 9-11: Write code for the final modules of the software
* Weeks 12-13: Perform testing and debug code
* Weeks 14: Write “Help” documentation
* Weeks 15: Prepare materials for a technical presentation

We look forward to a successful semester with our Illinois student intern.