



Project/Task Description Form

(Use this form to outline each special project/task that the youth employee is expected to perform. Feel free to customize steps and check-in points as appropriate).

Project Start Date: _____

Project/Task Title: _____

Description of Project/Task:

Steps toward completing Project/Task (customize as appropriate to task):

1. _____
2. _____
3. _____
4. _____

Check-In Point with Supervisor: _____ **Date:** _____

5. _____
6. _____
7. _____
8. _____

Check-In Point with Supervisor: _____ **Date:** _____

9. _____
10. _____

Project End Date: _____

Final Notes:
