

**WORK PLAN**

#### This form is to be completed by MTEP host manager and participant. The work plan should be completed during the first week of the assignment, signed by the host manager and participant, and then send to the MTEP Program Coordinator.

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| --- | --- |
| Host Manager |  |
| MTEP Participant |  |

|  |  |
| --- | --- |
| Host Organization/Department |  |

### Part I: Assignment Overview

*to be completed by host manager*

**MTEP Assignment Title:** [Title]

**Brief Project Description and Background:**

Click here to enter text.

**Anticipated MTEP Deliverables:**

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

4. Click here to enter text.

**Suggested Scope:**

Click here to enter text.

**Key Stakeholders:**

Click here to enter text.

**Internal Support Contacts & MTEP Buddy:**

Click here to enter text.

Click here to enter text.

### Part II: Assignment Anticipation

*to be completed by participant*

**What do you want to learn?**

Click here to enter text.

**What skills and competencies do you anticipate learning/improving on during your assignment?**

Click here to enter text.

**How can your host supervisor assist you with your new job responsibilities? What kind of support do you need?**

Click here to enter text.

**Please list any other activities or experiences that you would like to have during your exchange.**

Click here to enter text.

*Sign, or check the box and type your name*

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | Click here to enter text. |  |  |  | Click here to enter text. |
| **Participant Signature** |  | Date |  | Supervisor’s Signature |  | Date |