

Project Examples

Example #1: Business Growth & Operations

Background

ABC Security¹ is a family-owned security guard services firm. Government contracting is one of the key pathways to growth for the firm. There are several operations and administrative gaps between current client needs and the needs of prospective government clients, which a 10KSB Fellow will help to identify and document ways to address.

Expected Responsibilities of a Fellow

- Meet with ABC management to understand current systems and processes
- Read solicitation documents and research supporting documentation online
- Document findings from his/her research and report back to ABC management
- Engage with ABC management, and potentially with clients, to discuss ways to improve existing systems and processes

Deliverables and Deadlines

- Fellow completes SWOT analysis for TSA SPP participants - NLT End of Week 2
- Fellow submits summary of government contract deliverables and best practices for security guard services - NLT End of Week 3
- Fellow develops forecast of government contracting opportunities for security services on the federal, state and city level for the next 24 months - Week 8
- Fellow outlines proposal template to be used when responding to government contracts - Week 10
- Fellow presents list of resources and people referenced during the fellowship - Week 11

Example #2: Finance and Accounting

Background

Smith IT, Inc. is a woman-owned and minority-owned information technology company. Its senior leadership consists of a small team of intelligence community veterans with military, private sector, and federal government experience. Smith IT provides cutting edge consultant services in software engineering, systems

¹ All business names have been changed.

engineering, mathematics, project management, cloud computing and cyber security.

The Financial Intern will be assisting in bookkeeping and general office administrative duties to drive company success. Primary responsibilities may include accounts payable, accounts receivable, payroll processing, reconciliations, benefits administration, and other related duties. Assignments are both routine and complex in nature and are carried out in accordance with Generally Accepted Accounting Principles (GAAP).

Expected Responsibilities of a Fellow

Assist the Accountant team in maintaining records according to generally accepted accounting principles including the recordation of general journal entries, accounts payable, accounts receivable, cash management, and reconciliation of bank statements. Assist the financial team in applying strong accounting skills, including A/P, A/R, journal entries, and all bookkeeping through financial statement preparation. Keep an updated budget/projection of financial activity including depreciation of fixed assets. Perform month-end closing of journals (must have a good understanding of accounting debits and credits). Communicate with customers to address any past due invoices on their account and provide weekly status updates to management. Ensure all active projects are covered by valid, binding contracts. Prepare regularly scheduled reports, project tracking lists, and backlogs. Maintain confidentiality of the information in his/her charge. Prepare timely and accurate payroll and commissions. Participate in activities needed to support the management functions of the team.

Required Experience and Qualifications

- A superior work ethic and attention to detail with a focus on customer satisfaction.
- Ability to work in a team environment with changing demands and timelines.
- Excellent communication skills to interact with clients, vendors, and other team members.
- Ability to organize and prioritize assignments while ensuring all assignments are completed on time.
- Strong and growing knowledge of bookkeeping practices and procedures.
- Accuracy and attention to detail is absolutely required, as well as a track record of reliability, confidentiality, and conscientious work habits.
- Ability to interpret data and make cost effective decisions.
- Thorough knowledge of payroll (pre-tax and after-tax deductions, etc.).
- Proficiency in Microsoft Office products including Excel, Outlook, and Word.
- Working toward a Degree in Accounting (or a related degree with an understanding of accounting).
- Desire and willingness to obtain a CPA license.

- Interns are expected to brief every week a topic related to Smith IT, their current assignment or their major, a final presentation at the end of the internship program is required for all interns and it describes what they have learned.
- Intern would prepare monthly financial deliverables using QuickBooks in the formats required by Smith IT.

Example #3: New Service Lines

Background

Davis Home Health is looking to expand from in-home support to a private assertive community treatment (PACT) team. There is a clear need for clients who have a severe chronic mental illness to have treatment come to them, rather than they go to the treatment and our mobile treatment team will be able to meet that need. This new service would be an added value to current clients as well as future clients.

Our team needs assistance researching and implementing industry best practices. We would like our 10KSB Fellow to play a pivotal role in these efforts, and in turn, the Fellow will learn about business operations, while gaining marketable skills.

Expected Responsibilities of a Fellow

- Meet with Davis Home Health management to understand current systems and processes.
- Read about other Private ACT Teams, mobile crisis teams and community support and researching supporting documentation online.
- Document findings from his/her research and report back to Davis Home Health management.
- Engage with Davis Home Health management, and potentially with clients, to discuss ways to improve existing systems and processes.

Deliverables and Deadlines

- Week 1: 10KSB Fellow submits his/her written expectations of the fellowship, including specific goals he/she would like to achieve by the end of the 12 weeks
- Week 2: Fellow completes SWOT analysis for PACT team
- Week 4: Fellow submits summary of other PACT teams and best practices for private assertive community treatment teams and mobile crisis teams
- Week 6: 10KSB Fellow submits midpoint fellowship evaluation

- Week 8: 10KSB Fellow develops forecast of what a two-year plan for a PACT team would look like- identifying how many client hours available
- Week 10: 10KSB Fellow will outline proposal template to be used when clients reach out to set up PACT team services
- Week 11: Fellow presents list of resources and people referenced during the fellowship
- Week 12: 10KSB Fellow submits final fellowship evaluation

Example #4: Marketing

Background

BabyLab is a MedTech/FemTech start-up addressing infant feeding complications. We are starting a seed crowdfunding campaign in the next few weeks. A Fellow can gain invaluable experience by being involved from beginning to end. We will review and negotiate agreements, outreach emails to potential investors, draft out marketing campaigns, write pitches for the media, create updated posts, drafts press releases, and schedule interviews.

Project Description: Campaign Manager

We will work closely with the Fellow to teach them how to identify and reach out to potential investors. We'll help the Fellow draft an email template to send. We will show the Fellow how to create engaging posts for social media and post them. We'll help the Fellow create templates for press releases and show how to publish them and respond to reporters and schedule interviews.

Expected Responsibilities of a Fellow

- Execute the assignment as instructed.
- Have the initiative to engage in conversation with potential investors (via social media or email) that create conversions.
- Create a time management table to organize assignments. Be responsible and accountable for working hours and work execution.
- Deliverables and deadlines: All assignments need to be executed in a timely manner and within 20 hours/week.