Complete or delete highlighted sections



University of the West of England, Bristol

**Live project proposal**

**Working on live brief issued by: Company Name**

University of the West of England, Bristol

Frenchay Campus,

Coldharbour Lane,

Bristol

BS16 1QY

For any queries or correspondence regarding the proposed Project Work Plan or matters relating to the Content of this Proposal, please contact the UWE Project Lead.

UWE Project Lead Details

Tel:

Email:

For any queries or correspondence regarding Contract or Intellectual Property issues relating to this Proposal, please contact the following:

The Pro Vice Chancellor: Research and Business Engagement

Research, Business and Innovation

University of the West of England, Bristol

Frenchay Campus

Coldharbour Lane

Bristol

BS16 1QY

This proposal is not to be considered a legal contract.

1. INTRODUCTION

How the opportunity was identified

Basic description of proposed project

1. **BACKGROUND**

**Company Background**

Brief company history, markets trading details etc

**Overview of Problem**

What is the company trying to achieve through this brief?

1. OBJECTIVES

Bullet point objectives of proposed work

1. SCOPE

**In scope**

Summary of what is included in the proposed work

**Out of scope**

Any notable exclusions for the scope

Examples:

**In scope** - background calculations and modelling

**Out of scope -** development of online tools

**In scope -** marketing analysis

**Out of scope -** producing marketing copy

1. DELIVERABLES

Examples – Summary report, calculations, prototype.

1. **PROPOSED WORKPLAN**

Methodology and project stages

1. FUTURE DEVELOPMENTS

Examples – follow-on projects, grant applications, student projects internships.

1. **STAKEHOLDER DETAILS**

Internal Stakeholders:

Name

Address

Tel:

Email:

Name

Address

Tel:

Email:

Name

Address

Tel:

Email:

External Stakeholders:

Company Name

Name

Address

Tel:

Email:  
  
Notes

1. **INTELLECTUAL PROPERTY ARRANGEMENTS**