

Project Summary Template

This document is intended to provide a summary understanding of the high-level vision of your project goals.

Company Name/ Team Name		
Company Address	(if applicable)	
Company Website	(if applicable)	
Telephone	(if applicable)	
Company Contact/ Team member names		
Title	(if applicable)	
Company Email/ Email address for all team members		
Telephone		
Project Title		
Project Description	<p><u>About the company:</u></p> <p><u>About the project:</u></p>	
Problem/ Opportunity Assessment *	<p><i>Please describe current state problem/opportunity that describes the nature and extent of the problem (factual, quantified, concise), or that outlines a chance for advancement or progress.</i></p>	
	1. 2. 3.	
Desired Project Outcomes/ Requirements*	<p><i>Define how this project shall address a business need, e.g. the business problem or opportunity described above; describe what the beneficiary must be able to do / receive from the solution</i></p>	
	1. 2. 3. 4.	
Key Deliverables to be produced by students*	<p><i>Define the boundaries of work that you expect to receive from the students effort (vs. internal effort)</i></p>	
	1. 2. 3.	
Desired Start Date		
Desired End Date		
Attachments	<p><i>List attachments that support project description</i></p>	
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* Please add fields as required