**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** | **About the company:**  **About the project:** | |
| **Problem/**  **Opportunity Assessment \*** | *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.* | |
| 1.  2.  3. |  |
| **Desired Project**  **Outcomes/**  **Requirements\*** | *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* | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
|  |  |
| **Key Deliverables to be produced by students\*** | *Define the boundaries of work that you expect to receive from the students effort (vs. internal effort)* | |
| 1.  2.  3. |  |
| **Desired Start Date** |  | |
| **Desired End Date** |  | |
| **Attachments** | *List attachments that support project description* | |
| 1 |  |
|  | 2 |  |

\* Please add fields as required