

## 2018 Sponsorship Timeline

### Project Sponsorship Preparation

#### **August/September 2017**

- Meet with CSB Director of Capstone Projects.
- Establish scope of project and designated company participants.
- Begin developing project description.

#### **September 2017**

- Verbal acceptance of CSB Lehigh University Sponsor Agreement key terms
- Draft of project description.
- Be sure you have approval from your legal department. Meet with CSB Director of Capstone Projects to process paperwork.

#### **October 2017**

- Identify project mentors and sponsorship/legal issues.
- CSB Director of Senior Projects can meet with legal or executive representatives.

#### **November 2017**

- Sponsor Agreements and Project Descriptions due.
- Save the date for the January Sponsor Fair!

#### **December 2017**

- Finalize Project Descriptions, identification of project mentors, outstanding paperwork and fees.

### Spring 2018: Project Begins

#### **January 2018 – Semester Begins**

- Project Fair
- Team project selections,
- Team kickoff meeting with sponsor

#### **February 2018**

- Project Chart and Project Initiation completed.
- Weekly calls, emails, status reports

#### **March 2018**

- Business Requirements or Feasibility Study completed.
- Team Presentation, possible site visit,
- Weekly calls, emails, status reports

#### **April 2018**

- Technical Architecture and work breakdown structure completed
- Weekly calls, emails, status reports

#### **May 2018 –End of Spring Semester**

- Team Presentations.

### Summer 2018: Optional Internship

June/July/August 2018

### Fall 2018: Final Project Semester

#### **September 2018 – Semester Begins**

- Team Presentationsto restart the project.
- Teams are designing and testing prototype. Status reports

#### **October 2018**

- Weekly calls, emails, status reports
- Team Presentations.
- Possible site visit,
- Teams are designing and testing prototype

#### **November 2018**

- Weekly calls, emails

#### **December 2018 – End of Project Year**

- Attend team presentations at Lehigh

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