**Learning Factory Industry Project-Deliverables Agreement**

Date

**Project Title**

**Sponsor Company**

**Company Contact** Phone Email

**Faculty Coach** Phone Email

**Team Name**

**Student Team** (primary contact) Email

|  |
| --- |
| **Problem Statement:** |

|  |  |
| --- | --- |
| **Deliverables:** | **Delivery Date** |
| 1) Final Report (copies to sponsor, instructor and Learning Factory) |  |
| 2) Weekly update memos (status reports); delivery method: (*fill in*  *& Specify agreed-upon day of week and time*) |  |
| 3) Statement of Work (Project Proposal) |  |
| 4) Detailed Design Specification Report |  |
| 5) Poster (32 x 40”) for Showcase |  |
| 6) One-Page Project Recap (submit to instructor) |  |
| 7)  *insert project-specific items here* |  |
| 8) |  |
| 9) |  |

**Check below if this project involves:**

Non-Disclosure Agreement (attach copy of agreement to this form)

Loan of equipment, materials, documents (see next page)

**Signatures:** We agree to the deliverables listed above:

Team Members:

Project Sponsor date

date

date

Faculty Coach: date date

date

date

Deliverables Agreement **– page 2**

**Sponsor Supplied Items**

In support of this project, we (project sponsor) agree to provide the following

equipment, materials, or apparatus by the date listed.

The student team is responsible for returning all loaned items. The instructor reserves the right to withhold a final grade if loaned items are not returned, or if a copy of the final report is not delivered to the sponsor.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Delivery Date** | **Check one** | **If Loan, Return Instructions** |
|  |  | donation  loan |  |
|  |  | donation  loan |  |
|  |  | donation  loan |  |
|  |  | donation  loan |  |