# TERMS OF REFERENCE

GENERAL PROJECT STATEMENT

*Project Title*

STUDENT NAMES PHONE NUMBERS E-MAIL ADDRESSES

**PROBLEM/OPPORTUNITY STATEMENT**

Business or competitive need that the project is designed to address.

This section could include potential business benefits

**PROJECT GOAL STATEMENT**

The project goal statement defines the final outcome in terms of the end product or service. As such it is the continual point of reference for settling disputes and misunderstandings about the project, and the guide that keeps all objectives and the work associated with them on track.

**PROJECT SCOPE**

What are the parameters of the project, so it is clear what is in scope and what is not.

Parameters could include processes, business functions, locations, data, stakeholders, etc.

**PROJECT OBJECTIVES**

These are action-oriented statements which describe the major project components (milestones) that need to be realized in order for the project goal to be achieved.

Project objectives need to be SMART:

. Be **specific** in targeting an objective.

. Establish a **measurable** indicator(s) of progress.

. Be assignable to someone for completion.

a. Reflect what can realistically be achieved within the budgeted time and resources (**realistic**).

. State when the objective can/is to be achieved (time-based).

This section will also include the **PROJECT DELIVERABLES** or those items that will be submitted to the client including interim and final reports, presentation, etc.

**MILESTONE SCHEDULE/METHODOLOGY**

The major steps and approach required for completion (i.e. Website Development Methodology could include Requirements, Design, Build, Test, Implement).

**PROJECT CONSTRAINTS**

What are the limitations on the project, which impact the deliverables?

**SUCCESS CRITERIA**

These are key measures of successful project execution which have been solicited from the Client, the Faculty Sponsor and other project stakeholders.

In addition to overall measures of success, each project deliverable should have a corresponding measure(s) identifying successful completion.

**RESOURCE REQUIREMENTS**

This is a preliminary statement of the resources required in order to complete the project. The estimate is based on knowledge of the project to date and will likely be revised later on as the project requirements are better

understood.

It includes:

. People (how many, who, when and for how long, associated cost)

. Equipment (what pieces, when, and for how long)

. Office space

. Financial capital (if required by the project)

**PROJECT ASSUMPTIONS**

Project assumptions are those factors that we anticipate are true in order for the plan to be valid (i.e. securing people or equipment, acceptability of previously completed work). It is critical that all assumption be stated explicitly to be evaluated and accepted by the client, advisor and students.

**PROJECT RISKS**

Project risks are potential events that, if they occurred, would have a detrimental effect on the project. Risk is always evaluated by considering the combination of likelihood of occurrence and severity of the consequence. This section should also include some form of high level response for each major risk.

**CONFIDENTIALITY AGREEMENT**

In consideration for the organization’s agreement to participate in this Directed Studies, the undersigned students and engaged stakeholders, each agree that we will not disclose any information about the organization’s operation that has come to us by way of our participation in the project.

LvBS policy requires that a copy of the final report be kept in a confidential file maintained by the Department/Program Head.

Any variance from this policy will require prior written permission from the Client.

**APPROVAL BY ACADEMIC BOARD**

Signature: Signature:

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**APPROVAL BY LvBS**

Signature: Date:

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Faculty Sponsor

**AGREED BY THE STUDENTS**

Signature: Signature:

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Date: Date: