**PROJECT OVERVIEW**

**Stake Holders:**
Identify people who are impacted either directly or indirectly by this project. Examples:
- customers--people who will use results of the project after the project is completed
- sponsor--organization sponsoring the project
- client--person who provides the funding or has responsibility for the funding
- advisor--faculty member who will meet with & advise the project team on a regular basis
- capstone instructor--faculty member who will grade the project team
- mentor--graduate student(s) who will provide guidance to the project team
- consultant--consultant who will provide technical expertise on an as-needed basis
- staff--professional staff members from the UI who will provide services to the project team in the areas of technician support, machine shop services, office support, etc.
- other--people who are indirectly impacted by the project

**Project Background:**
In three to five sentences, summarize the project

**Deliverables:**
List the tangible items such as reports and hardware that will be given to the client at the completion of the project

**JUSTIFYING THE PROJECT**

**Why? (Needs):**
Explain why this project should be done. How will the project benefit the end users (i.e. customers) of the project? What problems will completion of this project solve? How will completion of this project make the world a better place?

**Benefits:**
List the financial and non-financial benefits. Examples:
- societal benefits--How will this project make the world a better place? How does this project align with professional ethics?
- customer benefits--how will this project benefit people who will use the final results?
- sponsor/client--what is the financial return? What other benefits accrue to the sponsor or client?
- entrepreneurship--what new products might arise, what new markets might be opened, what types of IP might be produced?
- Capstone program--how will the project benefit the capstone instructors, advisors, and program?
- UI--how will this project benefit people, departments, and colleges at the University of Idaho?
- team members--how will this project benefit members of the project team?
Investments & Costs:
List the projected investments and costs:
  • Investments.
    • Financial contribution of the client.
    • Other contributions.
  • Costs
    • Hardware and Supplies. Materials, supplies, travel, instruments, photocopying, posters,
    • Engineering Time: Student time @ $50 per hour, faculty time @ $150 per hour, mentor time @ $100 per hour
    • Facilities: Shop time @ $25 per hour

Return on Investment (ROI):
Explain why this project is justified based on the benefits exceeding the costs.

EXPLORING THE PROJECT
Client/Stakeholder Interview Questions:
Identify questions that need to be discussed with the client & others. Organize these questions into meaningful categories. Examples:
  • People--questions in this category involve roles, priorities, customers, etc.
  • Needs--questions in this category address why the project is being done. That is, what are the gaps between the present state (right now) and the of the project.
  • Constraints--questions in this category involve strictures on topics such as space, power, interfaces, etc.
  • Functions--questions in this category identify the key things that the final design needs to do.
  • Scope--questions in this category involve the depth or extent of the project. How much time, cost, etc.
  • Existing knowledge--questions in this category involves knowledge that may be known by the client or others.

Research & Learning Needs:
Identify key knowledge areas that your team needs to explore. Organize these knowledge areas into categories. Examples:
  • Technical Knowledge--??
  • Interdisciplinary Topics--Topics in other fields such as biology, that you need to learn about
  • Codes and Standards--Learning about the codes and standards that are relevant to your product
  • Product Knowledge--Topics such as interferometer and about the type of product
PROJECT COMMITMENTS

Agreements between Stakeholders:
List agreements that have been made between the various people involved in the project.
Examples:
  • Team Member #1--amount of time committed, role, what he or she is responsible for, ...
  • Client--amount of time they will commit, what their role is, financial resources, other resources, ....
  • Faculty Members--amount of time they will commit, what their role is, ..... 
  • Capstone Instructor--amount of time they will commit, what their role is, ..... 

Stakeholder Approval:
I have read and understand the above project summary. By signing I agree to the content and initial direction of (name of project) and I accept my roles as outlined above.

Sponsor:  (name here) ________________________________________
Client:  (name here) ________________________________________
Customer: (name here) ________________________________________
Other Stakeholder(s):  (name here) ________________________________________
Design Team:
(member 1 name here) ________________________________________
(member 2 name here) ________________________________________
(member 3 name here) ________________________________________