**Project Request Form**

 [Customer Input] Company Project Title Here

**POINTS OF CONTACTS:** [Customer Input] Name, Email, Name, Email

**DATE:**

August 26, 2019

**Table of Contents**

**1.0 Executive Summary 2**

**2.0 Statement of Work 2**

**3.0 Objectives/Technical Specifications 2**

**4.0 Customer Provided Equipment 2**

**5.0 Safety 2**

**6.0 Project Deliverables 3**

**7.0 Terms and Conditions [4](#_heading=h.3dy6vkm)**

**7.1 Work Location 4**

**7.2 Best Effort Basis 4**

**7.3 Handling of Restricted Data 4**

# 1.0 Executive Summary

[Customer Input] Please provide a short executive summary. Include why this project is important to your company.

# 2.0 Statement of Work

[Customer Input] Please provide a crisp description of the work to be completed.

# 3.0 Objectives/Technical Specifications

[Customer Input] Please provide your requirements and constraints. It is okay to have some requirements as TBDs until System Design begins.

**3.1 “Must Have” Requirements**

[Customer Input] Please provide a listing of “Must Have” requirements.

**3.2 “Nice to Have” Requirements**

[Customer Input] Please provide a listing of “Nice to Have” requirements.

**3.3 Constraints**

[Customer Input] Please provide a listing of “Constraints.

# 40 Customer Provided Equipment

[Customer Input] Please list any equipment to be provided by the customer.

# 5.0 Safety

[Customer Input] Please list any safety aspects related to this project, if applicable. This project must avoid unsafe conditions and be comparable with other instructional labs taught and conducted at Virginia Tech. If there are safety concerns identified prior to project start it is required to hold a safety review of all materials, conditions, and sponsor provided equipment. Project goals might require adjustments in order to guarantee safe conditions.

# 6.0 Project Deliverables

The sub-contractor shall generate a project plan and propose deliverables that are appropriate for the project.

As a minimum the following items must be included in this project.

* CLIN-1 (Contract Line Item Number 1)- Requirements Document
* CLIN-2 System Design Document
* CLIN-3 Detailed Design Document
* CLIN-4 Integration Plan
* CLIN-5 Test Results
* CLIN-6 Working Prototype
* CLIN-7 Build Documentation
* [Additional Customer Input] CLIN X- Add others that are specific to your project

# 7.0 Terms and Conditions

## 7.1 Work Location

Projects will be performed in Virginia Tech Labs, Blacksburg, VA, unless other arrangements have been negotiated. The student team is encouraged to visit the contractor provided their travel authorization is pre-approved by the class instructor.

## 7.2 Best Effort Basis

This work scope is to be performed on a best effort basis.

## 7.3 Handling of Restricted Data

Students, faculty, and administration are prohibited from signing any Intellectual Property agreements or Non-Disclosure agreements. These are University policies and there are no exceptions. No project work may include elements that are deemed For Official Use Only, Proprietary, Sensitive, or Classified. Posters will be publicly displayed, and Project Notebooks will be publicly available. The Sponsor has the right to specify that their project team be comprised of US citizens; however, this does not imply allowance of Import/Export restricted information flow. Students nor faculty nor administration can receive ITAR restricted information or data. Should a company require approval of the Poster or other materials before public display, it is the responsibility of the Sponsor to ensure that such approval is secured in a proper and timely fashion and according to the requirements of the Sponsor's firm. Sponsoring companies must assume widespread discrimination of provided technical and project information. This includes other students, faculty, administration and even competitors in the marketplace as this is a totally open project. In any event, VT shall be held harmless for the public display of project materials.