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| **Project at a Glance**  Brief Project Description  *Project manager: cut and paste proposal text here prior to initial meeting*  Goals   1. *List out the project goals as stated in the proposal* |
| **Team Roles**  Faculty PI: [name]  *List roles and responsibilities for the faculty PI*  Project Manager: [name]  *List roles and responsibilities for the project manager*  Team Members:  *List each team member by name, followed by their roles and responsibilities* |
| **Requirements**  Needs Identified for Proposal   1. *List any specific specialties, materials, spaces, technical needs, etc.*   Addressing Needs   1. *List how needs will be addressed, who is responsible, and a timeline* |
| **Out of Scope**  *Consider if there is any part of the project proposal that is out of scope. Brainstorm possible solutions/resources and document discussion here.* |
| **Deliverables**  End Product(s)   1. *List tangible outcomes and products*   Impact   1. *Envision various impacts this project might have and how the project team can support them during the week and/or going forward* |
| **Work Plan**  Tasks to be Completed Throughout the Week   1. *List consecutive tasks that need to be addressed to accomplish the end goal*    1. *Name who will be responsible for this task*    2. *Assign a deadline for the task* |