Sponsor Facts About Applied Projects

Baseline Process

As a sponsor, you provide the setting for a real-world problem for students to solve. The result of the project will be value added to your enterprise. The other result will be the learning experience for the students. For this partnership, both the sponsor and students must commit themselves to the project. This package describes the baseline process for the sponsor. It describes the basic contact times you must commit. Depending on the project, there may be additional requirements.

During the Fall semester, students plan the project as a major component of a course, Working with Business and Industry. Note that this is **one course out of five or six** that students take during the Fall semester. They must meet the requirements of all courses.

During the Winter semester, students work on execution of the project **full time** with no other courses. In the college calendar, this is the Applied Project semester, and is the final requirement for graduation. A faculty mentor guides the student team and expert faculty provides technical advice as required. The following table summarizes the process. A description of tasks follows.

What is a sponsor?

Sponsors provide the setting for a real-world problem to solve. The result of the project will be value added to your enterprise. The other result will be the learning experience for the students. For this partnership, both the sponsor and students must commit themselves to the project. Depending on the project, faculty may add additional learning requirements.

What are the requirements for a project?

Projects must be a service or a product that is of value to you, as a representative of a functional unit, or as a stakeholder in a special interest group. Alternatively, it may be a service or product that is of personal interest such as research, investigation, experimentation and/or proof of concept. It may add value to a core function or enable development of new directions for an enterprise. An enterprise may be a business, organization, or an individual. "Make work projects" are not accepted. There must BE a reasonable chance that the product or service will be used or further developed once the project is complete.

What does a sponsor do?

This varies from little to a lot depending on the project. Sponsors ensure that resources are available and that information is provided in a timely fashion. Students drive the project. They are responsible for requesting information and determining resource needs. At minimum, the sponsor should

What are the fees and budget for a project?

The college does not charge any fees for student work. However, the sponsor must cover other costs associated with a project. This includes specialized tools, development facilities,

materials, and specialized software. It also includes operational expenses such as travel, printing, communications, and so on.

The sponsor may prefer to use college facilities for a project such as developing software. The sponsor may wish to have the college procure resources on the sponsor's behalf. In these cases, the college will state a fee in its Proposal to the sponsor. This ensures that there is sufficient resources and sponsor commitment.

Responsibilities and Disclaimers

In an Applied Project, a student team normally spends 12 weeks for part-time planning and 15 weeks for full-time development and implementation. Students are responsible for completing the project. They will also follow Project Management Institute (PMI) practices including Change and Risk Management. The project is completed when the sponsor has signed off on acceptance. Students must obtain sponsor signoff in order to pass Applied Project. However, the college will override the signoff requirement where delays are outside reasonable student control.

A student team stages a technical solution. Projects will include extensive testing. However, some issues may arise only after operational experience with the product or service in the field. The project will include design documentation and training necessary for the sponsor to handle operational issues if any. Sponsors are responsible for implementation issues of the final product or service after the project is complete. The students and the college are not responsible for operations after the project is complete. However, previous sponsors have opted to employ students for contract work beyond the scope of the Applied Projects term.

Further Questions?

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Sponsor Baseline Schedule

Fall Semester	Planning Stage Course: Working with Business & Industry
Wk 01	Fall Semester Classes Begin
Wk 02	Submission for Student Portfolio & Project Selection
Wk 03	
Wk 04	
Wk 05	Project team assigned (pending final resolutions)
Wk 06	Typical time for Site Visit(s)
Wk 07	Project Charter with Sign Off
Wk 08	Typical time for Job Shadow and Health and Safety Inspection
Wk 09	
Wk 10	Requirements Document with Sign Off
Wk 11	
Wk 12	
Wk 13	
Wk 14	Project Plan Presentation and Intellectual Property with Sign Off
Wk 15	Last week of Fall Semester

Winter Semester	Execution Stage Course: Applied Project (Full-Time)
Wk 01	Winter Semester begins
Wk 02	
Wk 03	
Wk 04	
Wk 05	
Wk 06	Technical Review 1
Wk 07	
Wk 08	
Wk 09	
Wk 10	Technical Review 2
Wk 11	
Wk 12	
Wk 13	Deliverables Confirmation List Sign Off
Wk 14	
Wk 15	Report, Presentation, Final Project Sign Off (if complete) Tuesday - Technology Showcase
Wk 16	Project continuation, if deliverables not completed but within reasonable control of student team
Post Winter Semester	Sponsor Survey

Description of Project Tasks

Project Selection (September)
In September, students bid on the projects they prefer to undertake. Each potential project describes student team requirements. Faculty selects the most appropriate students for your project team. (When requested, sponsors may be part of student selection) By early October, we inform you whether your project has been selected.

Initial Site Visit (Typically week 6th of Fall Term)
The student team will arrange a site visit (or visits). The site visit introduces the student team to basic understanding of the project and your enterprise. It sets the stage for further planning and subsequent execution.

Project Charter Sign Off (Typically week 7th of Fall Term)
By default, the students will write the project charter with sponsor input and approval. However, the sponsor may prefer to write the project charter. Sign off by both parties is required. The project charter formally recognizes the existence of a project. It describes the business need to be addressed, and a product description. If the sponsor chooses not the write the charter, students will write the charter on the sponsor's behalf. It authorizes the student team to apply specified resources to project activities.

Job Shadow (Typically week 8th of Fall Term)
To better understand project requirements and characteristics, students must undertake initial immersion in the sponsor environment. This user research will permit them to experience first hand the situation that the project is to address. Students and sponsor should jointly determine an appropriate user research (job shadow) activity that is nominally 8 hours in duration. In some cases, the job shadow may be for a sponsor associate. For example, a job shadow for a sole owner business could be for a business client.

Health and Safety Inspection (Typically week 8th of Fall Term)
As a course requirement, students must conduct a health and safety inspection. When appropriate, and approved by your workplace representative, this could be an inspection of your premises. If not, the inspection will occur elsewhere. The results of the inspection are private to the students and the inspection site.

Requirements Document Sign Off (Typically week 10th of Fall Term)
The Requirements Document describes the characteristics (requirements) of the product or service that the project was undertaken to create. The students will modify this document until it is acceptable for sponsor sign off.

Intellectual Property Rights Sign Off (Typically week 14th of Fall Term)
The intellectual property rights agreement identifies who owns project results and may use the results from the project. If applicable, it may also include a non-disclosure agreement. Generally, students will review draft(s) with you earlier, and final sign off is part of the project plan.

Project Plan Presentation with Sign Off (Typically week 14th of Fall Term)
Students submit and present a formal project plan for approval and sign off by the sponsor and others. Prior to this, the student team will discuss work in progress with the sponsor as required. The student team will arrange a time and place for a formal plan presentation that

is suitable for both the sponsor and mentor. Note that the project plan will target project completion by March 28, to leave buffer time for the remainder of the semester.

Project Communications (At regular intervals throughout the Winter Term)
The project plan defines communications. At minimum, it will consist of weekly status reports to the sponsor.

Technical Review 1 and 2 (Typically week 6th and 10th of Winter Term)
Students conduct a technical review with the sponsor and other designated stakeholders. This includes identification of issues to be resolved. The student team will arrange a time and place for the review that is suitable for the sponsor, mentor, and stakeholders.

Deliverables Confirmation List Sign Off (Typically week 13th of Winter Term)
Students create a checklist to confirm and specify project deliverables that requires sign off from the sponsor. Where applicable, students will discuss and revise this document until the sponsor the students agree.

Final Report and Presentation (Typically week 15th of Winter Term)
Students submit and present a formal project report to the sponsor and others. Prior to this, the student team will discuss work in progress with the sponsor as required. The student team will arrange a time and place for a formal presentation that is suitable for the sponsor, mentor, and other stakeholders.

Technology Showcase (Typically the Tuesday week 15th of Winter Term)
Technology Showcase is an open house celebration where student teams display their projects to the public. We encourage the sponsor to participate by providing promotional material for displays. We also invite the sponsor to make voluntary contributions for the student banquet and prizes.

Final Project Sign Off (Typically week 15th of Winter Term)
When the project is completed to the sponsor's satisfaction, we request a signed acknowledgment. Prior to sign off, students must complete outstanding items within their reasonable control. In situations where outstanding items **are beyond reasonable control** by students, the mentor may override the sign off requirement.

Sponsor Survey
The college mails a questionnaire to each sponsor after the project. We ask that you complete it and return it.