# Project Proposal

**Project Team ID:**

**Project Title:**

**Team Members**

| Member | Name | Email / Phone |
|---|---|---|
| Team leader | | |
| Member 1 | | |
| Member 2 | | |
| Member 3 | | |
| Member 4 | | |

**Project Advisor**

| | |
|---|---|
| Name / Title | |
| Office | |
| Phone | |
| Email | |

**Project Sponsor (Optional)**

| | |
|---|---|
| Contact person | |
| Contact info | |
| Company name | |
| Address | |

**Project Description**

| | |
|---|---|
| **Type** | ☐ Application development ☐ Information systems ☐ Research-focused |
| **Abstract** | |

| | |
|---|---|
| | |
| **Requirements** | • <br>• <br>• |
| **Optional features** | • <br>• <br>• |
| **Required resources** | |
| **Required backgrounds** | |
| **Other notes** | |

As a member of Project Team, I agree to attend project meetings regularly, participate in developing project actively, and make a full effort to complete this project as proposed.

Team Leader Date

Team Member 1 Date

Team Member 2 Date

Team Member 3 Date

Team Member 4 Date

As the Project Advisor, I agree to meet regularly with the student project team, manage their activities, and participate in the evaluation of project deliverables.

_____

Project Advisor Date

As the Project Sponsor, I agree to communicate with the student project team as needed to provide information related to project scope, requirements, assumptions, constraints or other items that may impact project success, and to participate in the evaluation of project deliverables.

_____

Project Sponsor Date