

Learning Factory Industry Project-Deliverables Agreement

Date _____

Project Title _____

Sponsor Company _____

Company Contact _____ Phone _____ Email _____

Faculty Coach _____ Phone _____ Email _____

Team Name _____

Student Team (primary contact) _____ Email _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Problem Statement:

Deliverables:	Delivery Date
1) Final Report (copies to sponsor, instructor and Learning Factory)	
2) Weekly update memos (status reports); delivery method: <i>(fill in & Specify agreed-upon day of week and time)</i>	
3) Statement of Work (Project Proposal)	
4) Detailed Design Specification Report	
5) Poster (32 x 40") for Showcase	
6) One-Page Project Recap (submit to instructor)	
7) <i>insert project-specific items here</i>	
8)	
9)	

Check below if this project involves:

- Non-Disclosure Agreement (attach copy of agreement to this form)
- Loan of equipment, materials, documents (see next page)

Signatures: _____ We agree to the deliverables listed above: _____

Team Members:

Project Sponsor _____ date _____

_____ date _____

_____ date _____

Faculty Coach: _____ date _____

_____ date _____

_____ date _____

_____ date _____

Deliverables Agreement – page 2

Sponsor Supplied Items

In support of this project, we (project sponsor) agree to provide the following equipment, materials, or apparatus by the date listed.

The student team is responsible for returning all loaned items. The instructor reserves the right to withhold a final grade if loaned items are not returned, or if a copy of the final report is not delivered to the sponsor.

Item	Delivery Date	Check one	If Loan, Return Instructions
		<input type="checkbox"/> donation <input type="checkbox"/> loan	
		<input type="checkbox"/> donation <input type="checkbox"/> loan	
		<input type="checkbox"/> donation <input type="checkbox"/> loan	
		<input type="checkbox"/> donation <input type="checkbox"/> loan	