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| **Project at a Glance**Brief Project Description *Project manager: cut and paste proposal text here prior to initial meeting*Goals1. *List out the project goals as stated in the proposal*
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| **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 Proposal1. *List any specific specialties, materials, spaces, technical needs, etc.*

Addressing Needs1. *List how needs will be addressed, who is responsible, and a timeline*
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| **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*

Impact1. *Envision various impacts this project might have and how the project team can support them during the week and/or going forward*
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| **Work Plan**Tasks to be Completed Throughout the Week1. *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*
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