**PROJECT AGREEMENT**

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**Principles of Collaboration**

Both our organizations agree to work together to establish, grow and sustain an enduring relationship that will form the foundation for projects and a range of other joint activities over time.

The Guiding Principles for the overall relationship are:

* Mutual respect
* Commitment to health and safety
* Advancement of practice-based teaching and learning
* Use of management systems to ensure quality outcomes
* Benefits for all parties
* Equity

**PARTNERS IN INNOVATION**

About W Booth SEPT

WBooth SEPT is a leader in practice-based teaching and learning — an approach to engineering education that recognizes the value of faculty and students interacting with diverse stakeholders to help address real world challenges. An integral part of the learning process at SEPT are projects with partner companies, cities, NGOs and other non-profits. Successful project deliver value to all participants (students, partners, supervising faculty members) and build lasting value for the community at large.

About Community Partner

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Refer **Appendix II** for W Booth SEPT and Community Partner Perspectives on collaboration

**CLARITY IN PROJECT DEFINITION AND EXECUTION**

This template provides a framework to help guide multi-partner collaboration toward achieving shared goals and objectives. Regard it as a management tool to help define, implement and review M. Eng. Projects.

The process of joint completion of this template will help build shared understanding of a common purpose while identifying the specific roles and responsibilities of each contributor.

It is expected that your supplied content will change over time as the project progresses. Recording changes and refinements enables continuous improvement and supports scholarship in the growing discipline of practice-based teaching and learning.

**Project Definition and Team Organization**

**PROJECT WORKING TITLE**

**PROJECT LEADS**

The Project Leads will work together to help ensure the overall success of the core activities defined in this document. General responsibilities of a Project Lead are to:

* Co-create a shared understanding of the project’s goals, scope and deliverables
* Engage in ongoing communication among all key stakeholders
* Help secure required resources
* Supervise and support student learners
* Communicate progress to senior leadership
* Assess the project against shared objectives
* Help determine next steps for the project post-delivery

Personnel

|  |  |
| --- | --- |
| SEPT Project Lead  Name  Title  Phone  E-mail | Community Partner Project Lead  Name  Title  Phone  E-mail |

**PROJECT DESCRIPTION**

Current Situation

What is your current situation of interest and how is your organization addressing it?

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Problem / Pain

What is the problem / pain?

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Potential Solution

What might a potential solution look like?

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Methodology

What are the possible pathways to achieve the solution? What are the major steps in the project's methodology?

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Desired Outcomes

What tangible deliverables are expected as a result of this project? If appropriate, describe using a phased approach.

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Intellectual Property

Is this project expected to generate IP?

* Yes
* No

If Yes, how will IP be managed?

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| --- |
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Student Skill-set Needed

Describe the key qualities (skills, knowledge, attitudes) you will seek in a student team

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Student Learning Outcomes

What skills and knowledge do you expect the students to learn and demonstrate as a result of participating in this project? Please describe how each learning outcome will be measured.

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Attachment

If needed attach a file

**PROJECT IMPLEMENTATION**

Project Progress Meetings

The purpose of these meetings is to update the community partner on the progress of the project and to seek the community partner's feedback and buy-in. How often will the SEPT project-leads and the students meet with the community partner representative(s)?

* Weekly
* Every 2 weeks
* Monthly
* Every 2 months
* Other

Project Review Meetings

For quality assurance purposes, a series of meetings will be held to review progress on this project and make “course corrections” as needed. The SEPT faculty-lead and students are required to attend. A representative from the community partner organization is encouraged to attend and participate. Projects will be reviewed with every mid-term and final presentations of the SEP 700 and MANUFAC 701 courses.

* 1st Review: February
* 2nd Review: April
* 3rd Review: June
* 4th Review (Defense): August

Resources

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| --- | --- | --- |
| **What are the Resources Required for this Project?** | **Who will Source/Provide these Resources?** | **What is the Status of the Required Resources?** |
|  |  |  |

Project Budget

* In kind = $
* Cash = $
* TOTAL = $

How Will Success Be Measured?

|  |  |  |
| --- | --- | --- |
| **Project Dimension** | **Metrics** | **Evaluation Activities** |
|  |  |  |

**SIGNATURES**

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| --- | --- |
| W Booth SEPT | Community Partner |

**Appendix I: Working Steps in Completing Project Charter**

* A Community Engagement Coordinator (CEC) from SEPT will convene a meeting for the purpose of completing this document.
* Attendees to include:
  + The “Project Lead” from the external organization ~ most often the person who initiated the project
  + The “Project Lead” from SEPT ~ most often a faculty member with requisite skills and knowledge
  + The “CEC” from SEPT ~ most often the person who is helping form the project team and assigned to support the project going forward
  + The CEC will facilitate a focused discussion using the structure of this template
  + The CEC will complete the template in “real time” with specific input from the two Project Leads
  + The CEC will seek to ensure that all parties are aligned and in agreement
  + All parties are asked to sign off on this document prior to committing time and resources
* The key duties of the CEC are to:
  + Ensure adherence to the principles of collaboration
  + Steward the relationship to optimize its long-term potential
  + Offer high level coordination of various activities, including projects
  + Manage challenges that arise
  + Review the overall relationship on an annual basis

**Appendix II: W Booth SEPT and Community Partner Perspectives on Collaboration**

**W BOOTH SEPT PERSPECTIVE**

* Projects are central to how SEPT delivers its educational model and serves students.
* SEPT is committed to projects that exhibit the following characteristics:
  + Collaboration: Projects should enable SEPT and an external organization to work together as “partners in innovation” — success will come from collaborating on a project from start to finish.
  + Mutual Benefit: Project should deliver value to all participants — the goal of building lasting relationships requires that everyone wins.
  + Faculty Engagement: Projects should involve one or more SEPT faculty members acting in a leadership capacity — experience shows that the engagement of a faculty member with skills and knowledge that match a given project is a key success factor.
  + Student Growth: Projects should provide a platform for students to grow as emerging engineering professionals — it is vital to promote the development of students’ technical and non-technical capabilities.
  + Sample Student Learning Outcomes Common across SEPT:
    - Creative problem solving
    - Skills in new and emerging technologies
    - Teamwork
    - Communication
    - Project management
  + Mentorship: Projects should offer opportunities for experienced professionals to support student development — mentorship is a key component of helping students prepare for success in life and work.
  + Realistic Expectations: Projects should be designed to achieve results that are within the grasp of students being supported by a faculty lead and a mentor(s) — that said, it is important to challenge students while providing required supports.
  + Follow-On Opportunities: Projects which provide challenges that can be addressed over several academic years are ideal.

**COMMUNITY PARTNER PERSPECTIVE**

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