# **Client Name: Project Title**

## **Background**

*Provide a brief paragraph about your organisation here.*

## **Project**

*Provide a brief paragraph that describes the project here. Identify the problem to be addressed and why it is important to your organisation. Describe the extent to which ICT is currently used/not used to address this issue.*

*Note that students will undertake a Requirements Gathering phase at the beginning of the project. During the Requirements Gathering phase, students will meet with stakeholders and probe further.*

## **Deliverables**

*Provide a preliminary list of deliverables that you think will be important. Note that the final deliverable list will be negotiated with the client as the conclusion of the Requirements Gathering phase. It is recommended that deliverables be provided as a list of bullets.*

*This project will entail producing the following deliverables:*

* *Deliverable 1*
* *Deliverable 2*
* *Deliverable 3*
* *…*
* *Deliverable N*

## **Skills Required**

*Provide a list of skills that you anticipate will be necessary. This can include both professional skills (e.g. communication and collaboration skills, cultural competency) and technical skills (e.g. knowledge of SQL, MS Access). It is recommended that required skills be provided as a list of bullets.*

*This project will require team members the following skills:*

* *Skill 1*
* *Skill 2*
* *Skill 3*
* *…*
* *Skill N*

*This project is suitable for someone preparing for a career working as a (delete those that do not apply)*

* *Business Analyst  
  Understanding business processes and recommending/implementing technological solutions to improve business outcomes*
* *Programmer Analyst undertaking Business Technology Development  
  Creation of technological solutions to meet business needs requiring technical knowledge of databases, programming, or web sites*
* *Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

## **Contact**

*Contact name goes here*

*Contact phone number goes here*

*Contact e-mail address goes here*