

{Company Name}

{website}

{Project title}

- 01. Organisation Description** (tell us about your company)
- 02. Project background** (Tell us what has prompted this project)
- 03. Why this work is important to the organisation** (tell us about why you want to do this project)
- 04. Project Objectives** (tell us what you want the project to achieve; strategic, rather than tactical)
- 05. Deliverables** (3 to 5 clear bullet points on clear, things that you want the student team to achieve/produce within the project placement)
- 06. Knowledge or expertise needed for this project** (What you are hoping the students can bring to the work)
- 07. Why students should pick this project** (what the students will get from the project)
- 08. Primary contact for students during the project**
- 09. How the student team are expected to interact with the organisation**
- 10. Dates the project will run** - April over 4 weeks, from mid June over 4 weeks, etc
- 11. Website(s)**
- 12. Company Policies**