Learning Factory Industry Project-Deliverables Agreement

Project Title ________________________________ Date ____________________

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: (fill in & Specify agreed-upon day of week and time) 
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) insert project-specific items here 
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

Signatures:
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.

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