

PROJECT DESCRIPTION

Date

Made by	
Project name	

Project type

Planning
 Development
 Research
 Implementation
 Combination of all mentioned

Customer of the project	
Postal address	
Post office	
Phone	

Starting date	
Esmitated deadline	

Persons involved in the project and their contact information

Project manager	
Other students	
Teacher tutor/s	
Company tutor	

**Background of the project -
why the project is needed**

(company's point of view).

**The objectives of project
and the final outcome**

Brief description on the final
outcome which the project
group has "in their hands"
when the project is over.

**Advantages and benefits
of the project**

(long-term objectives)

<p>Description and schedule for the contents of the project</p> <p>Detailed schedule of the main phases and measures to be taken in order to fulfill the project.</p>	
--	--

Estimation of the resources and needs

Expenses	
Work hours	
Persons involved	
Equipment	
Software etc	

<p>Possible risks</p> <p>What are the risks that need to be taken into consideration and how are they avoided.</p>	
---	--

Definition of the project

Specification of what issues are involved in the project and what are left out.

Connections to other projects and/or assignments.

--

Terms related to the project assignment:

Students commit to obey the rules, regulations and other instructions the company has.

Students commit not to reveal to outsiders any professional or business confidentialities which are brought to their awareness.

Registration of information:

School has the right to register the information on this document on the customer register and to use it for contacting and marketing purposes with the cooperative company.

_____ / _____ 20 _____

Student

Representative for cooperative company

Teacher tutor
