**CES 421 M 23**

**Project Letter of Engagement**

Published on 9/2/2022

***Please insert the requested information***

Prepared for: (represented by Derek D. Podobas):

Prepared by (Team Coordinator):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Issued on 5/x/2023

**Understandings:**

**1. Problem Statement:**

**What is the “need? or the market “pain”?**

**2. Objective:**

**What is the one key question that you will answer? What is your “cure”?**

**3. Methodology (Congruous Logic):**

**How will you arrive to your answers?**

# **4. The expected role of your sponsor:**

**Expected assistance and engagement**

**5. Team’s Deliverables (in-scope):**

**At the conclusion of the project, these documents (deliverables) will be submitted the sponsor:**

**6. Team’s Deliverables (out of scope). These potential deliverables are not in the scope of this team’s effort (list):**

# 

# **7. Tentative Milestones:**

|  |  |  |
| --- | --- | --- |
| # | Description | Planned Data |
| a) |  |  |
| b) |  |  |
| c) |  |  |
| d) |  |  |
| e) |  |  |
| f) |  |  |
| g) |  |  |

# These milestones will be reviewed during, separately scheduled, Weekly Gate reviews.

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# **Acceptance:**

Team Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: 5/xx/2023

Sponsor:

(Derek D. Podobas):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: 5/xx/2023