## ECE 09.461 - PROFESSIONALISM & CONSULTING IN ENGINEERING

PROJECT APPROVAL & EVALUATION FORM
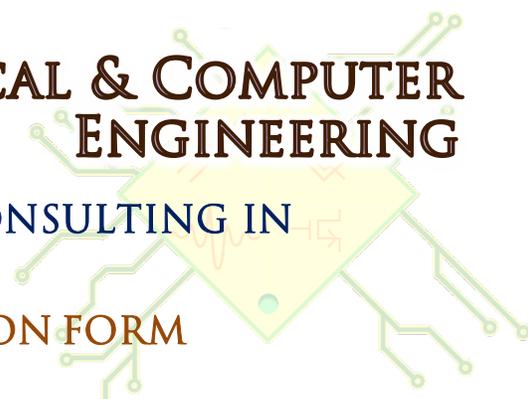
Consultant Name	Client Name	Project / Client Type	Consultant Rowan ID

Narrative Description: Describe the intent and nature of the umberalla project under which the consultant will work.

Requirements & Specifications: Provide the specific details **of your** work and task(s) within the above-described overall project. Clearly and concisely state the requirements, including a technical description of what needs to be done, engineering details, project attributes, and any specifications. Be as detailed as possible.

Constraints: Briefly explain the constraints of the project, i.e., specific limitations and restrictions on how you may or may not solve the problem (i.e., what can you not do to address the issue).
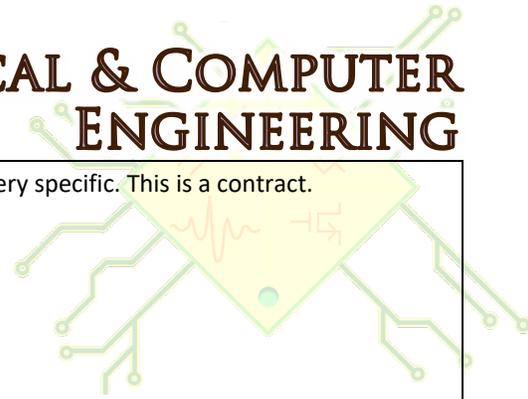
Project Deliverables Describe what exactly will be delivered to the client. Be very specific. This is a contract.

Budget/Resources: Provide brief assessment of resource requirements so that it is clear what is needed—and available—to complete the work. If you need purchase parts / supplies / components, attach a separate bill of materials.

Milestones: (Identify dates of key milestones/deliverables. Attach a separate, detailed Gantt Chart)
Project Initiation
Supplies/equipment obtained, orders placed for non-local acquisitions Preliminary
prototype, design, solution / design review
Final Project Completion & Sign-Off

Project Initiation Signatures/Dates

Consultant: Client:

Project Completion Signatures/Dates

Consultant: Client:

Client Evaluation: Consultant requests the Client to provide a grade on A - F scale along with brief justification for that grade. Client may also provide feedback for the Consultant's work with respect to meeting the requirements, specifications and constraints (considering any agreed upon changes during the work).

Disclosure: Through these signatures, the consultant and the client confirm that there are no real or perceived conflict of interests between them.

What, when and how to submit: At project initiation, the Consultant submits this form and a Gantt chart (client leaves evaluation area and grade blank) to course Canvas page. At project conclusion, the Client e-mails this form (with all signatures, including Client assigned grade and evaluation) to polikar@rowan.edu *and* to the consultant; the Consultant submits a fully signed and completed copy of this form, a final report, and the Engineering Design & Impact Statement through class Canvas page. If client's signature is not electronic, consultant requests the client to send his/her grade and evaluation to polikar@rowan.edu as an e-mail.