**Project Purpose**

[Describe how this project came about, who is involved, and the purpose.]

**Project Scope**

[Project scope defines the boundaries of a project. The scope should define what you will accomplish, and set limits for what will not be done as part of the project. Scope answers questions including what will be done, what won’t be done, and what the result will look like. \*If this document needs to be updated, be sure to update and send the revised copy to all of your supervisory committee members.]

**Deliverables**

[List the items which you will submit to your supervisory committee for review, feedback, or final submission. The MUEP PSS should be included in this list, as it is the agreement between you and your committee on expectations for your applied project.]

**Schedule**

[Describe the high level timeline that you plan to follow to meet the milestones to complete your applied project. Think of this as similar to a course schedule in a class syllabus, e.g. the first several weeks are devoted to literature review, then you will identify case studies, etc. Be sure to have a mid-semester draft submission so that you have plenty of time for revisions before submission of your final product. Also, incorporate any necessary meeting with your client to gather data from them, or if they have public meetings that they wish you to conduct as part of the applied project.]

**Evaluation**

[This section is an important part of the agreement between you and your committee. You will work together to establish how your applied project will be evaluated for completeness and the approval of the final product before submission to your client. This section needs to include the 6 learning objectives outlined in the Applied Project Guideline (listed below), as well as any specific metrics upon which you and your committee agree the final product should be evaluated for final approval. Be sure to keep in mind that your final product needs to serve a purpose or need for your client, so some of your evaluation metrics should include this. Use the 6 learning objectives as a statements of intent, and then breakdown how you will achieve them with more specific information. Ex: Conduct professional research utilizing quantitative and qualitative planning methods, as applicable. 🡪 A part of the project scope will include demographic analysis of data provided by (the client) and from the US Census, as well as administering a qualitative survey in person with local residents.]

1. Address a specific, real-world planning problem.
2. Assemble and analyze ideas and information from prior practice and scholarship in the planning field.
3. Apply quantitative and/or qualitative data collection and analysis methods appropriately.
4. Incorporate ethical and normative principles used to guide planning in a democratic society (e.g., equity, diversity, social justice, public engagement in decision making, sustainability, etc.).
5. Demonstrate written, graphic, and oral (if applicable) communication that is clear, accurate, and compelling.
6. Meet the needs of planning-related client.

**Other Sections**

[Other sections you might wish to discuss with your committee include: Data needs, Resources to be provided by the client, Anticipated expenses and reimbursement, Project constraints, or Stakeholders other than your client (perhaps a neighboring city, or a locality facing a similar issue). This will depend on the scope of your project, but if you feel you need to address something be sure to include it in the Project Scope Statement.]

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| Date of Approval |  |  |  |
|  |  |  |  |
| Student |  |  |  |
|  | Name |  | Signature |
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| Committee Chair |  |  |  |
|  | Name |  | Signature |
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| Committee Member |  |  |  |
|  | Name |  | Signature |
|  |  |  |  |
| Committee Member |  |  |  |
| /Client | Name |  | Signature |