**MBA Consulting Project Request for Service Form**

**INSERT *YOUR ORGANIZATION NAME* HERE**

**Background:**

Include a description your organization’s mandate, the nature of business, the core product or service, an overview of company operations, and organizational structure. The description should stimulate interest and/or orient candidates to the firm.

A new mission, initiative or leadership change may be described here that supports the project work. This helps clarify the interest of the firm in the project outcome(s). (Attach company profile or provide a website address, if desired.)

**Objective:**

The strategic opportunity candidates will address.

**Deliverables:**

Expectations of deliverables to be completed by the candidates, including requirements of the final report submitted to the supervising professor and the partnering firm. Project scope is well defined before project work is undertaken by candidates.

**Expertise:**

Recommended experience and skill set needed to effectively manage the project and maximize return for both employer and candidates. State language requirements if there are any.

**Contact:**

Organization contact that will brief candidates, provide proprietary information necessary to complete project scope, and provide feedback to candidates throughout the process.

Name

Firm

Title

Address

Phone

Email

**Privacy and Confidentiality Statements**

*(Once completed and signed, please print and send in your project proposal by email to graduate@telfer.uOttawa.ca)*

|  |  |
| --- | --- |
| Statement of understanding of company privacy and confidentiality considerations surrounding the MBA Consulting Project (mandatory). | |
| *I understand that my organization may be sharing private and confidential competitive information with the students over the life of the project and that I have a right and the ability to protect that information (i.e. by using confidentiality and non-disclosure documentation).* | \_\_\_\_\_\_\_\_\_\_\_\_\_  (check) |

|  |  |
| --- | --- |
| Declaration of consent to sharing of your project proposal to current Telfer MBA students, Graduate Office staff, MCP faculty (mandatory). | |
| *I consent to sharing of my MBA Consulting Project Proposal with all MBA Students, relevant administrative staff, MCP teaching faculty.* | \_\_\_\_\_\_\_\_\_\_\_\_\_  (check) |

*I agree and attest to the authenticity of the above statements.* \_\_\_\_\_\_ (check)

*I understand that if matched to a team there will be a one-time administrative fee of*

*$500 for private for-profit companies and government departments and agencies and $250 for not-for-profit organizations. In addition MCP clients are expected to cover expenses related to the project, as agreed upon with the project team.* \_\_\_\_\_\_\_ (check)

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Name (print) Date

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Signature Organization