**PROJECT APPLICATION FORM**

|  |
| --- |
| **CLIENT DETAILS** |
| Client Project Manager / Contact Name: |  |
| Organisation: |  |
| Telephone:  | (office) (mobile) |
| Email: |  |
| Postal Address:  |  |

|  |
| --- |
| **ABOUT YOUR ORGANISATION** |
| **What is the nature of your organisation? (Please check box)** |
|[ ]  Education provider (please specify level): |
|[ ]  Research |
|[ ]  Not for profit |
|[ ]  Government |
|[ ]  Private business |
|[ ]  Club / Society |
|[ ]  Other (please specify): |

|  |
| --- |
| **PROJECT DETAILS** |
| **Please briefly describe your proposed project.**  |

|  |
| --- |
| **PROJECT OBJECTIVE** |
| * **Briefly outline the background informing/inspiring this project?**
* **What is the end goal of the project?**
* **What do you think the main benefits would be for students participating in this project?**
 |

|  |
| --- |
| **USERS / AUDIENCE** |
| * **Who is the audience/market for this work/product?**
* **What are their current attitudes or perceptions about the subject or perceived needs?**
* **What do you want them to think about the subject or want to change/influence by undertaking this project?**
 |

|  |
| --- |
| **TONE & MANNER** |
| * **What is the ‘tone’ and ‘manner’ you wish to project through your visual communication or general style of your product’s design?**
 |

|  |
| --- |
| **MANDATORIES** |
| * **Have you written a brief for this project?**
* **Are there any design features which need to be included as part of this project; i.e., or safety features; adhering to a corporate brand guidelines/style, energy efficiency; third party regulations etc**

**Do you have any specifications for things such as:****User Consultation:****Materials:****Size:****Quantities:**  |

|  |
| --- |
| **PROJECT MANAGEMENT** |
| * **Please identify your Project Manager**
* **Please provide dot points of approvals process within your organisation that matchstudio needs to consider in its project planning & scheduling**
 |

|  |
| --- |
| **PROJECT STAKEHOLDERSAre there any other project stakeholders (ie. committees, funders)?** |
| **Stakeholder Name** | **Role** | **Contribution to the project ($ or in-kind)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **PROJECT BUDGET** |
| *Supporting students participating in client focused project activity and ensuring the delivery of high standard outcomes for clients requires significant project management and teaching support outside of formal class time. To this end, matchstudio may charge a project management fee. This will be discussed at the first briefing meeting and be documented through a project contract once the project parameters have been agreed upon.* * **Have you established an estimated budget to undertake the project?**

**If so, please indicate the amount:** $..................................* **Are there other resources you will be committing to undertake this project, ie. office space, materials, travel, prizes?**

**Please list:***
*
*
 |

|  |
| --- |
| **PROJECT TIMING** |
| **When do you wish the project to commence? Date:** .................................**Is this timing flexible?** (please tick) Yes [ ]  No [ ] **What is the deadline? Date:** .................................**Is the deadline bound to a specific event?** (please tick) Yes [ ]  No [ ] **Please specify:** ………………………………………………………………………………………………………………………………. |

|  |
| --- |
| **Other information or comments** |

|  |  |
| --- | --- |
| **Date:** |  |

|  |
| --- |
| **SUBMISSION** |
| **Please email the completed Project Application Form to matchstudio, Art, Architecture & Design School, UniSA**matchstudio@unisa.edu.auGPO Box 2471 Adelaide SA 5001 t: +61 8 8302 7363 f: +61 8 8302 0211 |