December 10, 2014

Dear Community Project Partner:

Carnegie Mellon's community oriented ‘Software Development Project’ course in Information Systems provides an excellent opportunity for nonprofit organizations, schools, businesses, and government agencies to improve their use of information technology.

Student Consultants work, as a team, with community partners throughout the semester to identify, plan, and implement ways in which technology can help the organization better fulfill its mission. There is no fee to participate, but organizations must invest significant time and effort during the semester-long partnership to achieve sustainable technology improvements. At the end of the semester, you and your student team will make a presentation at the Community Technology Forum.

Past projects have included:
- Building new websites with interactive features
- Creating or updating databases and information systems
- Developing mobile application prototypes
- Conducting data analysis and building visualizations

We are looking for good partnerships for Spring 2015. If you have a project in mind, whether well defined or just an idea, then please contact us.

Student development team expectations:
- Meet with you weekly to gather requirements, review designs, and demonstrate progress on your project
- Between meetings they will document requirements, generate designs, and continually implement and revise systems based on your feedback.
Client / Community Partner Expectations:

- Invest your time
- Attend the mandatory Community Partner Orientation Meeting at the Carnegie Mellon University campus on Wednesday, January 28, 2015 from 9:30am - 11:50am (Cohen University Center, room Rangos 1)
- Make a required brief presentation with the student team at the end of the semester at the Community Technology Forum at the Carnegie Mellon University campus on Friday, May 8, 2015 from 12:30pm - 4:30pm and stay for the entire session to hear about and celebrate all partnership presentations.
- Your presence at these meetings is very important. Please advise us if you have a constraint on these days.
- Meet and work with the team each and every week for at least 1 hour. Provide timely feedback to the student team on progress, proposals, deliverables, technology demos, etc. as requested.
- Provide biweekly brief feedback on the team and the project progress via a short online form and periodic conversations with the supervising faculty member.
- Read the final report, providing feedback to the student team within 2 days, and submit Feedback Form to the faculty instructor giving approval to publish the report.

For additional information, please visit: [http://www.cmu.edu/information-systems/](http://www.cmu.edu/information-systems/) or contact us at [isinfo@andrew.cmu.edu](mailto:isinfo@andrew.cmu.edu).

Thank you,
The Information Systems Faculty