The purpose of this document is to aid Carnegie Mellon University (CMU) in Rwanda MSIT Practicum Sponsors in creating an appropriate proposal document that will highlight the main details and issues regarding the proposed practicum project. The proposal will be made available to the students and faculty involved in the MSIT Practicum course and will serve as the main information source prior to project selection. Thus, it is in the Sponsor’s best interest to present the project information clearly and completely.

Definitions

**Practicum** - An opportunity in our curriculum for our students to refine and reinforce the skills they have acquired during the first year of their master’s degree program. Short-term, real-world projects are sought that can thoroughly exercise these skills in a fixed amount of time. The practicum is 14 weeks in length.

**Client** - Sponsor’s designated individual who interacts directly with the team. For the initial weeks of the practicum, the client (or client's assistant), must be available at least twice a week (remotely is acceptable) to facilitate learning curves of new application domains, technologies, etc. Thereafter, the client should be regularly available at least once a week for the remainder of the project.

**Sponsor / Sponsoring Organization** - The Sponsor is the organization that a client represents.

**Team** – The team of 3 to 4 CMU students, who will work part-time (24 hours per week) on the Sponsor’s project. The student team is expected to perform as a contract team that negotiates the scope and details of the project directly with the client.

Proposal Elements

The proposal should be submitted as a pdf or Word file. The proposal should contain the following:

1. **Name of the Organization**
2. **Client Contact Information** (name, title, phone number, email address) including general availability in terms of time of day and day of week most appropriate for meeting and/or consultations.
3. **Title or Name of Project.** (An item often left out). Please include the name project.

4. **Organization Background.** A brief overview of the business for the Practicum Sponsor Organization and the specific department that will be responsible for the conduct of the project.

5. **Project Overview.** Describe the specific problem are you trying to solve, its strategic or operational relevance and the benefits to the organization and its customers including internal groups. Also, describe the scope of the project as you see it, including the core problem, it dependencies, and the role of the team in developing a solution or possibly a part of the larger solution given the time and resources available.

6. **Key project outcomes and deliverables.** Please specify the desired outcomes and deliverables of the project.

7. **Technology Skills and competencies required by the Practicum Student team.** Please identify any known technical skills and competencies you believe are required to deliver the desired results and deliverables.

8. **Challenges and Risks.** Briefly outline any serious challenges that you believe exist and as well the risks these challenges can present, e.g. technical, organizational, scheduling, or communication.

9. **Preliminary Work Plan.** Please provide a brief overview of the sequence of the various key tasks and desired outcomes. This will assist the student team to develop the SOW.

Thank you for your interest in becoming a Practicum Project Sponsor. Should you have any questions please email or call Professor Zain Khan. His contact details are as follows.

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