

**Student Innovation Projects - Client Brief**

|  |  |
| --- | --- |
| Organisation Name: |  |
| Address: |  |
| Sector: |  |
| Main Contact Name: |  |
| Main Contact Telephone Number: |  |
| Main Contact E-mail Address: |  |
| Alternative Contact Name: |  |
| Alternative Contact Telephone Number: |  |
| Alternative Contact Email Address: |  |
| Website: |  |
| Briefly describe your organisation: |  |
| Does your organisation have a sustainability policy? If not, would you like our support with developing one? |  |

**Please detail below the business issue or need you would like a team of students to address.** To ensure your project is suitable for a Student Innovation Project, please refer to the Client Handbook.

|  |
| --- |
| **Project Title:** |
| **Business Issue or Need** (please contextualise this if appropriate): |

|  |
| --- |
|  |
| **Project Aims** (please be mindful that the expected student outcomes are a set of recommendations, not to implement their suggested solutions):  1.  2.  3. |
| **Skills you think the students will require to complete the project:** |

Students are expected to arrange a client meeting with yourself during the first week of their 4-week project, ideally as early as possible.

Please detail any dates or times that are not suitable for an initial client meeting during week 1.

**Dates unavailable for initial meeting:**

We understand that every organisation will have a different approach to minimising the risk of COVID-19. Please select below if you are happy to meet the students in-person over the duration of this project at your premises or visit our campus where suitable space can be booked by your teams.

Please add an ‘x’ in the right-hand column for all statements relevant to you:

|  |  |
| --- | --- |
| I am happy to have the students visit our workplace for an initial meeting and / or the final presentation |  |
| I am happy to travel to the University to meet the students for an initial meeting and / or the final presentation |  |

Please return to [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) along with your completed Health and Safety form.