**Client Project Information Form**

**Contact Information:**

Organization:

Contact:

Address:

City:

State:

Phone:

URL:

Email:

**Project Information:**

Organization Description:

Purpose of Project:

Deliverables:

Software tools/environment:

Students expected skills/required skills/experience:

**Instructions for Form Submission**

1. You will need to create a user account. Visit https://www.egr.msu.edu/itcapstone

and note the language “If you represent an organization, please Click Here to

create an account”.

2. Once you submit your email address, you will receive a registration confirmation

email, in which a URL (website address) will be provided. You’ll need to visit this

URL either by clicking on the link, or by copying/pasting it into your browser’s

address bar.

3. You will then be able to complete your profile (First name, Last name, Password).

4. After you have saved your profile information, you will be instructed to login with

the information you have just created.

5. Once logged in, click the left navigation link on labeled “Projects”, to reveal a

button labeled ‘Add New Project’. Click this button and fill in all the information

to the best of your abilities; once complete, click ‘Save’.

6. After you have submitted your project proposal you will notice that your project

appears in the projects list as unpublished. This is completely normal; we will be

able to see your project, and there is nothing else you need to do at this point.