

Date

**Capstone Marketplace
Problem Nomination Worksheet
(one writeup per project)**

1. Statement of the Need or Problem

- a. Describe the need or problem in a clear, concise manner—using complete, “stand-alone” statements.
- b. Avoid specifying an exact, desired approach to a solution.
- c. Explain in broad terms how solution will be of benefit.

2. Proposed Outcomes

- a. Describe desired project outcomes and deliverables.
- b. Provide general examples of alternative results which may be of value—study, experiment, prototype, demonstration, proof of principle, comparative analysis, etc.
- c. Describe how project activities and results may contribute to organization’s technical knowledge

3. Constraints

- a. Describe any factors or limitations that will constrain the solution.
- b. Try to minimize detailed requirements, especially those which are not readily verifiable or testable.

4. Application

- a. Why is this problem important to your organization?
- b. Does the need or problem align with gaps or any R&D or technology objectives?
- c. Can solutions to your problem or need have applications and benefits outside of your organization?

5. Government Furnished Equipment, Material, Information]

- a. Describe any GFE, GFM, etc that your organization can make available to the research team
- b. Include your ability to evaluate, test prototypes, and assist in the conduct of demonstrations

6. Background

- a. Can you identify previous research, experience, technical data, prototypes, etc. which relate to the problem and potential solutions?
- b. Are there other institutes, labs, or organizations who have worked similar problems?

7. Academic Connection

- a. Does your organization have a relationship with, or ready access to, any academic institution which may facilitate your participation in a Capstone project effort?

8. Contacts and Communication

Organization				
	Name	Phone	Email	Mail Address
Project POC				
SME				
Alternates				

9. Notes and Expectations

- a. Capstone projects are academic efforts by small teams of senior undergraduate students in engineering and other university departments.
- b. Capstone projects are generally open to all students. As a general rule, no classified information can be exchanged. Participating government organizations are responsible to restrict operational and other sensitive information.
- c. **The projects have to have academic value to students and to their institutions.**
- d. Projects are paced according to academic schedules. Two semester projects are typical.
- e. Time and material resources are usually limited in comparison with industry and government R&D efforts

- f. Funds for Capstone Projects have been established by government sponsors with research budgets. No direct costs will be levied on participating military units.
- g. Participating units are expected to provide Subject Matter Experts for regular correspondence and communication with student teams (approx 1-2 times per month).
- h. Classified projects may be undertaken under special circumstances, such as with Service Academies.
- i. Intellectual Property rules follow government FAR regulations.

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