



Harvard University
Graduate School of Design

PITF Program: Project-Proposal Form

Part One: Applicant Information

Faculty

Name: _____

Department: _____

Office address: _____

Phone number: _____

E-mail: _____

Part Two: Project Information

Project Summary

Project name: _____

GSD course to which the project relates: _____

Expected duration (e.g. from spring 2008 to fall 2008):

From _____ To _____

Estimated budget: \$ _____

Project Description

1. State the goal(s) of the project :

2. Briefly describe (i) what your project is about, (ii) how it relates to a particular GSD course, and (iii) its potential benefits for both GSD faculty and students :

3. What are the deliverables/end-results of the project?

4. If possible, briefly explain what skills would be needed from PITFs to accomplish your project :

5. If possible, identify the particular skills the PIFTs would need to work on your project:

<p>Web design/ other Web technologies :</p> <ul style="list-style-type: none"><input type="checkbox"/> HTML /Dreamweaver<input type="checkbox"/> Cascading Style Sheets<input type="checkbox"/> Flash<input type="checkbox"/> Converting files to PDF <p>Working with Digital Images :</p> <ul style="list-style-type: none"><input type="checkbox"/> Photoshop<input type="checkbox"/> Scanning and preparing images for the Web<input type="checkbox"/> Vector graphics programs (Illustrator, Freehand, etc.) <p>Working with Audio/Video:</p> <ul style="list-style-type: none"><input type="checkbox"/> Audio Capture<input type="checkbox"/> Audio and/or Video Editing<input type="checkbox"/> Video Capture<input type="checkbox"/> Compression for the Web	<p>Programming / Scripting :</p> <ul style="list-style-type: none"><input type="checkbox"/> Flash Action script<input type="checkbox"/> Java<input type="checkbox"/> JavaScript<input type="checkbox"/> Perl<input type="checkbox"/> PHP <p>OTHER – Please specify below :</p>
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6. Provide a brief breakdown of the project timeline :

7. Provide a brief breakdown of the project budget you requested :

8. Provide any other information you would like to share :

***The information you provide will be used for evaluation purposes only.*

After the review process, a follow-up meeting will be scheduled.

***Please submit the complete application to L06b, Gund Hall,
Library Information Systems Department within the Frances Loeb Library.*

Signature

Print Name/Title

Date