

Project Transmittal

A project transmittal document is used to record important information about new projects. The details are useful for tracking of project requirements, an estimate of needed resources, and provides a point of reference for students working on multiple projects.

Project Transmittal	Client Name	<i>This information should come directly from community members (typically, instructors, but also staff) who are requesting the support of the Lab.</i>
	Client Email	
	Client Phone	
	Course Number	
	Course Name	
	Semester	

Project Type	<i>You may have different project types based on your Lab's skills. Some Labs may only complete eBooks, while others may take on varied digital and/or print projects.</i>
Due Date	
Requirements	<i>Include details such as final file requirements (e.g., ePub formats, PDFs), location of final files (e.g., institutional server, LMS), other details as specified by the client.</i>
Resources	
<i>Does the project require additional resources, such as software, a copy editor, or special graphic design?</i>	
Notes	
Access Type/Format	<i>If some or all of the project is digital, what types of files and formats are required?</i>



Project Transmittal Template
Instructor Version

Team Members	
Project Manager	