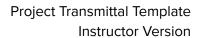


Project Transmittal

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

Project Type	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.	
Due Date		
Requirements	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.	
Resources		
Does the project require additional resources, such as software, a copy editor, or special graphic design?		
Notes		
Access Type/Format	If some or all of the project is digital, what types of files and formats are required?	





Team Members	
Project Manager	