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| **CityLAB Project Agreement Winter 2024** |
| The role of the project agreement is to document the expectations for the project, define objectives, clarify constraints or limitations, and outline responsibilities to ensure clarity for the project. CityLAB can help you and your partner complete this document, feel free to reach out for support at any time. Email us at citylab@hamilton.ca |
| **Project Title:** |
| Is this project continuing from a previous CityLAB project?[ ]  Yes[ ]  NoIf yes, what was the project title: |
| **Challenge summary** Please summarize the challenge you wish to work on solving in plain language in one sentence. |  |
| **Project Description**What is the problem you are trying to solve and what is the context?If applicable, use the original challenge description found on [www.citylabhamilton.com/challenges](http://www.citylabhamilton.com/challenges).  |  |
| **Background Research** (optional)What kind of research will be required to pursue the challenge? |  |
| **Communication Plan**How frequently will partners from different institutions communicate, in what method and who will initiate.  | Communication: Choose an item. Frequency Choose an item. Initiator Choose an item. |
| **Timeframe** Will the project run for one or two terms? |  |
| **City Staff Information** |
| **City staff details** | City staff name: City staff email:City staff department:City staff position:City staff phone number: |
| **Additional City staff** If applicable include names, emails, and positions of additional staff supporting the project. |  |
| **Intended Outcomes** How will this work be used by City Staff once the project has been completed? |  |
| **Instructor / Course Information** |
| **Instructor and student details** | Instructor name:Instructor email:Instructor phone number:Course name: Number of students:Student names (if known): |
| **In Scope**Clarify the components of the project that are feasible for this course/term. |  |
| **Out of Scope** (optional)Clarify the components of the project that are **not** feasible for the course/term. |  |
| **Student Learning Objectives** (optional)By the end of this project/term, students should be able to: |   |
| **Project Deliverables, Timelines, and Strategic Priorities**For the below table, please select all options that apply to your project. The dropdown boxes contain common checkpoints and milestones to help you envision the partnership. Please use the notes column for extra detail as needed and feel free to add in your own relevant items. |
| **Timeline** | **Notes** | **Date** |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| **Final Deliverables – Please select from the drop-down menus below** |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| **CityLAB Deliverables** |  |  |
| Infographic and 3-minute Video  |  | TBD |
| Presentation and/or video at Project Showcase \*\* |  | TBD |
| **Alignment with City of Hamilton Strategic Plan Priorities:** |
| [ ] Community Engagement and Participation[ ] Economic Prosperity and Growth[ ] Healthy and Safe Communities[ ] Clean and Green[ ] Built Environment and Infrastructure[ ] Culture and Diversity[ ] Our People and Performance |

**Please submit your project agreement to CityLAB by emailing** **citylab@hamilton.ca** **before January 2024 for Winter semester projects.**

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| **CityLAB Deliverables and Semester Schedule** \*\*PLEASE NOTE: If you are completing a project over two consecutive terms, students will only be required to participate in one of the Project Showcases. |
| Project Agreements Due  | January 5, 2024 |
| Mid-Semester Check-in (CityLAB and faculty)  | February 19-23, 2024 |
| Project Showcase Materials Due  | TBD  |
| Project Showcase  | TBD  |
| Project Data and Reports due (final day of classes) | TBD  |
| Exit Surveys sent to faculty and City staff (to be completed by staff and faculty)  | TBD  |
| Post-Project Check-in with City staff  | April 15-19, 2024 |

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| **Additional School Support** For additional please get in touch with a CityLAB Program Committee representative: |
| **McMaster University**  | **Amanda Montague**Educational DeveloperMontaga@mcmaster.ca905-525-9140 |
| **Mohawk College** | **Amanda Malkiewich**Director, Co-operative Education and Experiential Learningamanda.malkiewich@mohawkcollege.ca905-575-2417**Jason Peng**Manager, Experiential Learning, Centre for Experiential Learningjason.peng@mohawkcollege.ca 905-575-2515 |
| **Redeemer University** | **Harold DeVries**Director, Centre for Innovation and Entrepreneurshiphdevries645@redeemer.ca 905-648-2131   x4654**Isaac** **O'Neill** Internship Coordinator, Career Centre ioneill@redeemer.ca 905-483-9615 |