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Project mandate template

1.1.1. Name
1.1.2. Description
1.1.3. Objectives
1.1.4. Scope
1.1.5. Constraints
1.1.6. Interfaces
1.1.7. Quality expectations
1.1.8. Project tolerances
1.1.9. Reference to any associated documents or products
1.1.10. Indication of project Executive and Project Manager
1.1.11. Customer(s), user(s) and any other known interested parties

Item 01 - projectmandate (TOR).doc *insert project name* Date: _____

Purpose

To trigger the process, 'Starting up a Project'. Should contain sufficient information to identify at least the prospective Executive of the Project Board and indicate the subject matter of the project.

Contents *This Project Mandate should ideally contain the following topics:*

Topic	See Page
Authority responsible	
Background	
Project objectives	
Scope	
Constraints	
Interfaces	
Quality expectations	
Outline Business Case (reasons)	
Project tolerances	
Reference to any associated documents or products	
Indication of project Executive and Project Manager	
Customer(s), user(s) and any other known interested parties	

Authority responsible _____

Background _____

Project objectives _____

Scope _____

Constraints _____

Interfaces _____

Quality expectations _____

Page 2

Letter of Authorization to Conduct Research at Facility

SAMPLE
Correspondence must be on the facility's letterhead

[cut and paste all below to your document]

Office of Research Integrity – Human Subjects
University of Nevada Las Vegas
4505 Maryland Parkway Box 451047
Las Vegas, NV 89154-1047

Subject: Letter of Authorization to Conduct Research at _____

Dear Office of Research Integrity – Human Subjects:

This letter will serve as authorization for the University of Nevada, Las Vegas ("UNLV") researcher/research team, [PI name must be included] to conduct the research project entitled _____ at [facility name and location] (the "Facility").

The Facility acknowledges that it has reviewed the protocol presented by the researcher, as well as the associated risks to the Facility. The Facility accepts the protocol and the associated risks to the Facility, and authorizes the research project to proceed. The research project may be implemented at the Facility upon approval from the UNLV Institutional Review Board.

If we have any concerns or require additional information, we will contact the researcher and/or the UNLV Office of Research Integrity – Human Subjects.

Sincerely,

Facility's Authorized Signatory

Date

Printed Name and Title of Authorized Signatory

Facility Authorization 7-2010

{Date}

{Recipient's Name/Job Title}

{Company Name}

{Company Address}

{City, State, Zip Code}

Re: Proposal for {Proposal Details}

Dear {Mr./Mrs./Ms. Last Name},

Thank you for showing interest in working with {company name}. We received your proposal titled {proposal title} on {date}. Unfortunately, the board of directors has elected to go another way. We regret to reject your proposal.

A keen assessment of the proposal has established that this contract is not the best fit for our company at the moment. This is because of {give reasons for rejecting the proposal}. However, we hope this does not stop us from working together on future projects.

If you have any questions regarding this matter or need any clarification, please contact our office at {contact details}.

Thank you for your time.

Sincerely,

{Your Name}

{Job Designation}

{Company Name}

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