

**Student Consulting Program
Milestones
Fall Semester 2009**

Milestone	Date
Small Business Institute – Email Client Confirmation, Client Roles & Responsibility and Milestone Documents	Late July 2009
Student Teams’ Faculty Coordinator – Contact Class Clients	Mid August 2009
*Fall Semester 2009 Begins	August 24, 2009
Student Teams – Initial Interview w/Client. *Note: Client will receive phone call from Team Leader to set-up interview.	Early September 2009
Student Teams – Draft Engagement Letter, Parties Sign	Mid/Late September 2009
Students Teams – Start Due Diligence (Minimum 6 Team Meetings at your location)	Late September 2009
Instructors: Deliver Original Letter of Engagement to Small Business Institute	September 30, 2009 (no later than)
Small Business Institute – Invoice Client	Late September. Early October 2009
Students Teams – Finish Due Diligence	Mid November 2009
Student Teams – Finalize Report	Mid/Late November 2009
Students Teams – Exit Interview: Interactive PowerPoint Presentation and Deliver Final Report	Early December 2009
Small Business Institute – Sends Certificate Package (Certificate, Client Evaluation Form, Economic Assessment Form, Testimonial Form) to Client.	Mid/Late December 2009