Initial Consultation

- Initial Contact
- Initial Meeting

Initial Contact

To begin a project, clients/partners/PIs should:

1. First, email the SD2C at sd2c@cores.utah.edu

2. Next, fill out the SD2C Project Request Form via Google Forms.

> Note: Make sure to be as detailed as possible when filling out the SD2C Project Google Form. This gives SD2C the necessary information (scope, budget, timeline) for a proper quote.

3. The SD2C Director will contact you to discuss possible options and schedule a meeting.

Initial Meeting

An initial meeting will be scheduled between the SD2C and clients/partners/PIs.

This meeting will include discussions about:

1. Project Objective - overall goal of the project

2. Project Scope - breadth of features to be implemented for this project

3. Possible Project Techstack - technologies used in design, development, deployment of project

4. Project Budget - both secured and unsecured funds for the project

5. Project Timeline - amount to time dedicated to working on the project

6. Project Staffing - which employees will be assigned to this project

7. Project Strategy - amount of task granulation needed

> Note: Depending on the scope of the project and interest, 1-2 complimentary meetings may be scheduled over the course of the initial consultation. Past the initial meetings, unless requested by the SD2C Director, consultation fees will be charged for additional meetings if the project is accepted by the SD2C.