**Client Application**

The FCCP Client Application is due on September 15, 2019. This guide is meant to be used as a supplement to help you prepare for the online application form, which can be completed at the following link:

[**https://fccp.edusourcedapp.com/submit**](https://fccp.edusourcedapp.com/submit)

It is not required to complete this application guide. It is simply a resource to help you prepare your thoughts. We find that some organizations appreciate the ability to draft responses and share internally with their team in advance of submission through our electronic form.

**Client Organization**

Company name, address, website.

Provide a brief (one paragraph) description of your organization.

Provide the size of your organization in revenues and employees (drop down menu with ranges).

**Project**

The information provided in this section will form the basis for an initial project scope discussion.

Project Name:

Category: (Strategy, Marketing, Operations, Finance, Other)

Project Description: (short paragraph)

Summary statement: (one or two sentence summary statement)

***Note:*** *you many find it easier to write the “Project Description” and “Summary Statement” above after drafting the more detailed questions below.*

To better understand your business outlook and the challenges you would like the student to address, we will ask you the following key questions:

*Company/division business goals*

What are your short term goals (1-2 years)?

[Enter one or two paragraphs]

What are your long term goals (3-5 years)?

[Enter one or two paragraphs]

Please elaborate further on the business challenge you wish the student team to address. This will serve as the basis for initial scope drafting. When your submission is received, you will receive an email notification granting access to the proposal and you will be able to upload any supporting files directly into the project*.*

[Enter three or four paragraphs]

Note: One of our student teaching assistants, which we refer to as an FCCP Fellow, will reach out to you for a preliminary discussion of your project proposal. Expect this outreach before the end of September. This call with the Fellow is important because it will provide an opportunity for you to refine your proposal with the input of a student that has completed FCCP, and our Fellows also help us determine which projects to present to the student body

Additional information for you, the client, regarding scoping and timing of the student project:

The student team consists of mostly Daytime MBA students of the Fuqua School of business. They have an average of 5 years of work experience. Students from other schools in Duke University also participate in some projects. The team size is normally 5 students, and varies between 4 and 6. This and the following sections will be shared with the student team once they are assigned and choose to work with you.

Project Scoping: Discussion will begin with the Fellow and/or faculty in October. This will be finalized with the student team in late January.

Project Work: Mid-January to mid-April, includes weekly meetings, emails and reviews.

Each student is expected to work 6-10 hours per week during this period, except during exams and academic breaks.

Final Presentations: By the 3rd week of April. By videoconference if needed.

**Client Side Support and Preparation**

In the past, we have found that a critical formula for project success is to have two key client contacts: 1) a senior project champion or sponsor and 2) a day-today project contact.

Please provide the name, title, email and phone number of who you believe would be the best senior sponsor in your organization.

Please provide the name, title, email and phone number of who you believe would be the best day-to-day project contact in your organization.

What specific data and company information will you provide to the project team, once it is formed, to assist them in project execution?

Please plan to be in a position to deliver this information to the student team in December.

Have you previously worked with a team of students from Fuqua?

If yes, tell us more about that engagement. What was the program and the year of the engagement?

How did you learn about FCCP?

• Duke/Fuqua personnel

• Friend/industry contact

• Website

• Other (list below)

If you selected other above, please list how you learned about FCCP here.

Name of person who told you about FCCP or other relevant connections with Duke and Fuqua you would like to describe. This can help us to better understand your project and the context for the school.

The academic course timeline for students in FCCP runs from November through mid-April. Does this match your project delivery timeline? If not, please describe your timeline.

Please describe any resources (people, data, business milestones) that are not in place today, but will be needed in order for the student team to begin the project.

**International Travel Considerations**

International travel is recommended mainly for those projects where the location and context are integral to the understanding of the project. International travel should be scheduled to one primary location during the students’ spring break in the first half of March. This allows for up to 7-8 business days. Students pay for their own travel (flight, lodging, in-city transportation). Please contact the FCCP Office to discuss any questions about students travelling to international locations. We use the US Department of State travel bulletins to support locations. The questions in this section will help us to understand the nature of an international field visit component and the resources available to the students.

If you have business sites outside of the U.S., do you believe it would be beneficial for the project for students to travel internationally for a site visit during their spring break (one week in March)?

If yes, what is the primary international travel destination? (City, country, address)

What would be the general purpose of the site visit (headquarters visit, regional office, new market, other)?

Are there security/health advisory risks at the location? If yes, please explain.

How many employees do you have at this location?

**Project Alignment**

This section covers questions to help us assess factors that may potentially require your/our intervention during the course of the FCCP project.

Please indicate any overlap this project may have with other project teams working with you. [Any overlap with: professional consultants, internal team, another student team, other team, no overlap]

If you selected "other team" above, please describe:

Is the project based on: A) a currently operating business, or B) a start-up/business plan?

If this is a start-up/business plan, is there another part of the organization that is currently generating revenue?

If yes, what is the name of the division?

Will you be in a position to provide financial reports from the past three years to the student consulting team once engaged?

During the project time frame what are the chances that this project may be affected by: internal reorganization? [none, low, medium, high]

During the project time frame what are the chances that this project may be affected by: Product/portfolio cancellation /realignment? [none, low, medium, high]

 During the project time frame what are the chances that this project may be affected by: Key employee turnover? [none, low, medium, high]

 Can you assign a similar project in the event the original project is cancelled?

**Confidentiality and Fees**

You can download our standard form of [Confidentiality Agreement](https://sites.fuqua.duke.edu/fccp/wp-content/uploads/sites/8/2016/06/2016-2017-FCCP-Confidentiality-Agreement-Standard-Form-v2.0.pdf) (“CA”) that each student will sign as a condition of acceptance into the FCCP program. This CA has been used in the past by FCCP; FCCP clients have also found that it sufficiently protects their interests.

We understand that some clients may have their own form of CA. However, we have also found in our experience that many clients’ CAs also contain language that could be construed as considering FCCP students as employees or paid consultants or vendors to the client.

In order to protect both our students and the FCCP Client from any unintended consequences (for example, international students who are not permitted to work in the U.S. without an H1B visa, or immigration or minimum wage issues for FCCP Clients if students are deemed to be employees or consultants to the FCCP Client), we strongly urge adoption of this form.

Will the standard FCCP CA meet your needs?

If no, please provide the name and contact information of the company representative we can contact to discuss a mutually acceptable CA.

**Fees**

The FCCP charges you (the Client) a per-project Administrative Fee for participation. Our goal is

to develop long-term partnerships in which clients enjoy the benefits of engaging with a

talented and motivated team of MBA student while also contributing to their learning

experience. Our administrative fee is $10,000 per student team. For non-profit organizations

and small businesses (less than $10 million in annual revenue) the administrative fee is $1,000. This administrative fee helps cover a portion of the operational cost of the program. This is not a fee for services provided. We will send you the fee invoice in December, only after we succeed in matching a student team to your project. The invoice is due in 30 days. FCCP students pay for their own travel, accommodation and other expenses and cannot be reimbursed for any expenses.

Please provide the name and contact information of the person in your organization who will process/approve the administrative fee.

When requested, in past years, FCCP has considered partial Administrative Fee grants Does your organization need to pursue a grant for a portion of the administrative fee?

If you are making a grant request, what is the amount of the grant?

Please elaborate on your financial need for the grant request. It is helpful for us to understand the magnitude of your operating budget and how this project will fit, given other priorities in your organization. We seek to provide financial support, where it can enable an organization to participate in FCCP, while allowing for a fee that is appropriate given the size and situation of their organization.

**Section 7: FCCP Agreement and Signature**

This section outlines the FCCP agreement and will prompt for an electronic signature from the key representative from your organization.