

**MBA Strategic Consulting Program
Project Sponsor Guide**

Initial Meeting with MBA Consulting Team

Your project application provides us a general idea of what you want to accomplish. Your team's first task will be to meet with you and then write a detailed scope of work and project plan that both you and their faculty advisor will approve. As the project progresses, further minor changes in the direction and expected deliverables may occur, but should be mutually agreed upon by the student team and the project sponsor.

To make the most out of your first meeting with the student team:

- Provide the team with an understanding of your organization: culture, goals, and vision.
- Discuss the project scope and deliverables. Work with the students to develop a scope and deliverables that can be accomplished in the time allotted.
- Get to know the team.
- Schedule future calls/ team meetings.

Ongoing Project Management

- Provide weekly contact with the students. Plan on a conference call or a meeting with students for 30 minutes to 1 hour per week. We recommend that you and the team set a regularly occurring call or meeting time, and that the team send an agenda 24 hours before each meeting.
- Be available and be responsive. If you are going to be out of the office for business travel or vacation, please let the students know.
- Treat the team as partners/colleagues, not interns.
- Let the team be creative – allow them to use their external perspective to your benefit.
- Facilitate meetings with key employees who have information or expertise that would help the students complete the project successfully.
- Manage responsiveness within your corporation. If you provide the students resources within your company, be sure to introduce the team and the project to your contacts.
- Complete the MBA Strategic Consulting mid-project survey. You will receive a link from the Strategic Consulting Program staff.
- Contact MBA Strategic Consulting Program staff if issues arise.
- Keep the team focused, but expect some modifications to the scope.

Final Presentation

- Schedule at least a 1-hour block of time for the final student presentation. This allows for a 20-30 minute presentation and 15-20 minutes of Q&A.
- Presentations should take place at your company location. On-site presentations allow others in your organization to observe the team's work and hear the recommendations firsthand.
- Consider who in your company should attend the presentation. Attendees provide valuable feedback on next steps.

After the Program

- Complete the MBA Strategic Consulting post-project survey. You will receive a survey link from the program staff.
- Continue to provide feedback to students after project is completed. We may reach out to you in the future to find out if your company implemented any of the student team's recommendations.

MBA Strategic Consulting Program

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