

[insert address here]
September 5, 2002

[insert customer address here]

RE: Proposed Project

Dear [Customer's name]:

I am writing in regards to the project we discussed recently. The details are outlined in the following paragraphs.

Objectives/Vision

The main objective of the project is to provide a tool for timing activities. This tool should be easy to use, but also useful, and resemble RapidOps in its operation.

Current Situation

Currently, RapidOps allows activities to be planned and graphically analyzed. They can also be timed with various methods, such as a stopwatch. However, these methods work differently than RapidOps. A tool that achieves the goal of the methods, in a manner consistent with RapidOps, would be helpful.

Proposed Solution

I propose a program called Activity Timer. This program will run on three screens: the first will have the activity and a mechanism to time that activity, the second will have a real-time graphical display of gathered times, and the third will be a live-feed video display. The program will also be incorporated into RapidOps.

Value

The Activity Timer program will add the essential timing capability to RapidOps. It will also condense the various activities associated with the general process, taking RapidOps one step further towards being a stand-alone tool.

Projected Work

The program will consist of approximately four to five thousand lines of code. I expect to spend about 150-200 hours on coding and another 100 hours on required documentation, for a total of 250-300 hours.

Summary

At the end of the semester, I will present the code for the program to you. I will also provide the install files for the program. A User's Guide, along with copies of all other major documents, will be made available for your files.

Contact

I will provide weekly updates on the project, checking for feedback at that time. I will also make two presentations at some point in the semester. Further details will be shared as they are made available to me. Please feel free to contact me at any other time if you have additional input.

Formalities

The project will be owned by you and your company. Any copyrights, licenses, or other legalities will be under your sole discretion. Also, please be aware that the software which I have agreed to develop is being done as part of the requirements for a Computer Science degree at the University of Idaho. As such, it is an academic exercise that must be accomplished under constraints imposed by the Computer Science Department. Although I fully expect to complete this project and deliver to you a fully functional and documented software product, neither I, my instructor, nor the University of Idaho Computer Science Department can guarantee the project will be completed satisfactorily. At the end of the semester, the software and accompanying written materials that I have developed will be provided to you "as is" without warranty of any kind. Further, neither I nor the Computer Science Department warrants, guarantees, or makes any representations regarding the use, or the results of the use of the software or written materials in terms of correctness, accuracy, reliability, or otherwise. The entire risk as to the results and performance of the software and documentation is assumed by you. Neither I nor the Computer Science Department will assume any responsibility for support or maintenance of the software or documentation after they are delivered to you.

Agreement

Please sign and date your agreement to the terms contained in this letter:

Date: _____

Return to me or:
Heather Hunting
1728 S. Grant
Pocatello, ID 83204

Thank you for your time and cooperation,

[your name]