

### 3) External start up-meeting/Pilot study

#### ***Why do we do it?***

To collect and analyze strategic information and identify client needs in order to be able to start the design/development process. That way we will ensure that both we (the project team within Awave) and the client have the same information and idea on what the project is meant to deliver, and the time and budget for this.

#### ***How do we do it?***

By using the [Pilot study – external startup template](#) that allows us to collect the information needed. Any other necessary documentation might also be added to the pilot study, depending on what kind of project it is.

Note that once the template has been completed, **Project Manager (PM)** must get it approved in writing by the client before the design/development phases continues. The completed template is then to be [saved accordingly](#).

#### ***Who's responsible for the pilot study and who shall participate?***

**PM** is responsible for making the meeting happen. The client needs to participate, as well as the designers and developers (if needed) from Awave.

*Note that the pilot study must be confirmed by responsible sales person before moving forward, to ensure that the scope is within the offer.*