

PROJECT FORM

EXAMPLE 1: 'LONGER TERM, NORMAL PRIORITY'

Company & Location	ABC Real Estate Partners, New York, NY
Project Description	Research Covid-19 impact on student housing market with focus on midsize universities in non-coastal mid market cities. Collect, summarize recent articles, review websites of 10 sample colleges (we have a list). Generate conclusions on the short and intermeditate term impact and investment opportunities.
Start Date	May 18, 2020
End Date	July 31, 2020
Estimated Hours	50 hours
Interim/Final Deliverables & Deadlines	Initially, daily updates (15 minutes), but then weekly updates (30 minutes). Interim report due June 1, July 1 with final report due on July 27 with oral presentation to senior executive team on or before July 31.
Hourly Rate	\$50 with bonus potential of \$500 to \$1,000
Estimate Total Compensation	\$2,500 without bonus; \$3,000 - \$3,5000 with bonus)
Possibility of a Full Time Offer?	No
Must-have Skills/Expertise	Strong researcher, writing skills; strategic and analytic thinking
Nice-to-have Skills/Expertise	Student housing, underwriting experience, research experience
Manager (Name, Title)	Jane Housing, Managing Director & Brad Starbucks, Associate
Resume Contact (Name, title, email, phone)	Jim Campus, Executive Assistant
Additional Comments	Ideally, would consider limited travel but not essential. Would like to see sample research, diligence work if available.

EXAMPLE 2; 'URGENT, HIGH PRIORITY'

Company & Location	All Star Development Group, Phoenix, AZ
Project Description	Re-due diligence our existing 5 US hotel portfolio located in 3 markets (NYC,Phoenix,SF). Visit comp set and our properties, interview onsite managers, tour properties, review business plans, understand target customers for each property. Develop recommendations for each hotel and confirm and recommend adjustments to financial forecasts. Investigate any acquisition opportunities within the competitive sets. Will work closely with CFO and Analyst.
Start Date	ASAP
End Date	May 31, 2020
Estimated Hours	200 hours
Interim/Final Deliverables & Deadlines	Daily updates most likely. No set deliverable given frequency of interactions.
Hourly Rate	\$50 with bonus potential of \$1,000-\$5,000
Estimate Total Compensation	\$10,000 without bonus; \$11,000 to \$15,000 with bonus
Possibility of a Full Time Offer?	No or Low
Must-have Skills/Expertise	Aggressive self starter, some hotel experience, due diligence/underwriting experience
Nice-to-have Skills/Expertise	More hotel experience, extensive deal experience, NYC,SF markets knowledge
Manager (Name, Title)	Ralph Chen, CEO & Sabrina Taylor, CFO
Resume Contact (Name, title, email, phone)	Sabrina Taylor, CFO
Additional Comments	Must be willing to travel if regulations allow. Out of pocket expenses will be front-ended. Must be willing to work long hours. Must be willing to live in Phoenix for 1 week at the start of the project. Specific examples of relevant or similar work should be provided.