

Cambridge Judge Business School

Master of Finance | Group Consulting Project 2022

GCP CLIENT BRIEFING NOTES AND PROJECT TERMS



UNIVERSITY OF
CAMBRIDGE
Judge Business School

CambridgeMFin

The Group Consulting Project (GCP) is an educational collaboration between a client organisation and Cambridge Judge Business School. The project is a key component of the MFin programme, providing students with the opportunity to complement their existing professional experience with the new knowledge they have acquired on the programme, while gaining hands on experience working on a real assignment for a host company. In turn, the clients benefit from the fresh perspectives provided by an international team of bright, motivated and committed young professionals.

Overview of the Group Consulting Project

The Cambridge Master of Finance (MFin) programme at Cambridge Judge Business School is ranked second in the *Financial Times* (FT) ranking of post-experience Master of Finance programmes worldwide. Our students come to us from more than 24 countries, all with strong academics and a minimum of two years work experience in the Finance Industry. We do not charge a fee for the project, but clients are required to meet all project expenses.

The students work in teams of five/six and every effort is made to ensure that teams are balanced and diverse, with the relevant skills and experience for the assigned task. All teams are assigned an academic supervisor, who provides oversight and guidance, in order to present a quality piece of work to the host company.

Submitting your Proposal

If you would like to submit a proposal for the GCP please use the online form on our website:
www.jbs.cam.ac.uk/projectproposal

Alternatively, email: mfinprojects@jbs.cam.ac.uk to request a proposal form in word format.

Proposals must be submitted by **Friday 14 January 2022**.

Students are allocated to teams by the MFin Office based on student preference, interest and the skills required by the client. You will be introduced to your student team in mid-February.

The GCP is hotly contested and oversubscribed, so we cannot guarantee that all projects submitted will be taken up.

Summary of key dates

Activity	Dates
Deadline for submission of client proposals	14 January 2022
Selected clients organisations notified	By 4 March 2022
Project Initiation Document (PID) discussed and agreed between team, client and supervisor	4-18 March 2022
PID submission deadline for students	18 March 2022
GCP teams work fulltime for four weeks 2022 over this period	21 March-22 April

Contact details

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Scoping your project

The project may cover any aspect of finance and may be located in any area of the financial services industry or, in some cases in non-financial organisations. We are looking to diversify the project offering across various regions, and our students would therefore, requirements out of global locations.

Previous projects have looked at the Chinese private equity market, long term strategic asset allocation for an SWF, modelling of credit portfolio risk of major European banks, scoping out TMT investment opportunities for a VC fund, The impact of Basel III assessing predictive powers of country indicators amongst many others. A number of project reports have been published as papers by host companies, including **Capital Generation Partners, BNY Mellon, Standard & Poor's and Invesco**

When completing the proposal form, please be clear about the logistics of the project especially where you expect the team to be based for the duration of the GCP.

How it works

Submitted GCP proposals are shared with students in mid-February, and they are given a week to rank these in order of preference. The MFin team then allocate project groups to ensure they are balanced and diverse, with the relevant skills and experience for the assigned task. Once a team has been assigned to your project, we will introduce you to the students and you will start work on developing the Project Initiation Document (PID). The PID is developed together the team will discuss the scope with you and refine it into a management project.

During your initial call/meet with the team in March, they will use the PID template to structure your discussion of aims and expectations for the project so all agree on the parameters of the work, where it is to be conducted, the timetable and interim and final deliverables.

This discussion should include consideration of the resources available to the group contacts, data sets, facilities, access to key personnel etc. It should also cover the type of research necessary to fulfil the objectives of the project primary or secondary mix and where the primary data and sample frame will come from.

Based on your discussions, the team will then draw up a final PID and initial high-level project plan. The PID will clearly articulate the agreed timelines and expenses for the project. A final PID should be signed off by all parties by 18 March, before the project itself begins.

Resources required

Time

You are required to allocate a named project sponsor who will be available to the team throughout the project for advice and guidance. The time they spend on the project will vary depending on its nature and scope, but the average in the past has usually been between three to four workdays over the duration of the project. We recommend as a minimum establishing weekly update meetings to ensure that the project is on track. Client contract can either be in person (if it is safe to do so), by email or phone, depending on the project and team location.

Resources | continued

Expenses

If your project is selected, you are expected to cover any project related expenses, including visa costs, travel (where relevant), accommodation and subsistence. These costs should be reimbursed directly to the student team.

Please ensure that systems are in place to allow the smooth and prompt reimbursement of expenses. The client and the student team must agree in writing the expenses you are prepared to meet and include these in the PID; students must not incur expenses beyond those agreed without prior approval. However, we would expect any large outlay such as air travel or hotel accommodation, to be paid directly to the supplier by the client, so that students are not significantly out of pocket for long periods.

Academic Supervisor

Each team will be allocated a supervisor who is a member of faculty or an associate of the Business School.

The Academic Supervisor should attend the initial meeting when discussing project objectives, deliverables and format, as well as the final presentation if required. The Academic Supervisor is to be available to guide the students through the project and award the final mark for the project.

Deliverables

The team's deliverable to you is in the format of a final presentation at a time and location convenient to both parties. A written report is optional.

Client feedback

Clients are required to give formal detailed feedback on the performance of their team and the quality and relevance of their work and findings, including their professionalism and efficiency and this should be returned to the Projects Team within one week of the final submission otherwise this will delay releasing marks to the students. You will be sent the client feedback form template to complete once the team have submitted their final report.

Confidentiality

We are very grateful to friends and supporters of Cambridge Judge Business School, who work with us to make our consultancy projects such a success. In order to ensure that all projects continue to run smoothly, professionally and to mutual advantage, please note the following terms, under which our projects are undertaken. We ask you to read these carefully and confirm your acceptance of the terms when you submit your proposal.

- All projects are undertaken by students of Cambridge Judge Business School as part of their MFin course. As our students are not employees of the University of Cambridge, neither the University nor Cambridge Judge Business School can enter agreements on their behalf, nor can we take any liability for their actions.
- Our students all sign confidentiality agreements and we are not able to enter any other agreement on their behalf.
- Our projects are undertaken as part of an educational programme and are examined by supervisors and examiners appointed by the University of Cambridge. All supervisors and examiners are bound contractually and in common law to keep confidential any confidential information disclosed to them in the supervision and examination of the projects.
- Our projects are student educational projects and should be seen in this context. The work does not constitute professional advice and no warranties are made regarding the information presented. Neither the authors nor Cambridge Judge Business School and its faculty accept any liability for the consequences of any action taken as a result of the work, or any recommendations made or inferred.
- For the benefit of our project partners, the intellectual property rights to the work undertaken and/or the deliverables produced vest in the host company. We do ask that if you publish the findings of the deliverables, you accredit the students wherever possible and state that work was conducted as part of the *Cambridge Judge Business School MFin Students Project, GCP 2021*.
- No fees are charged, but all expenses incurred in the execution of the project must be met by the host company and paid directly to the students.
- All host companies must assign a named sponsor, who will be available over the duration of the project to advise and guide the students. The sponsor is expected to review the report and presentation and give feedback to the academic supervisor on the conduct of the work.
- Host companies must provide the necessary resources and facilities to enable the students to carry out the project effectively.
- Students are required to declare their association with Cambridge Judge Business School and with their client when collecting information from other organisations.

Please confirm that you have read, understood and accept the above terms by checking the appropriate box in the online client proposal form.

MFin General Confidentiality and Non-Disclosure Agreement

MFin General Confidentiality and Non-Disclosure Agreement signed by all MFin students before they begin the course:

During the course of my studies on the MFin Programme at Cambridge Judge Business School, I am likely to discuss and have access to information, technology and ideas that various companies participating in the programme and the School regard as confidential.

In consideration for my participation on the MFin Programme, I agree for the benefit of participating companies and the University of Cambridge, that I will make all reasonable efforts to hold in strict confidence any information, technologies and ideas that I am told in advance are confidential, and will not copy, reveal or disclose such information, technology and ideas to any third party and that I will not use any such information, technology and ideas for my own benefit or the benefit of any organisation with which I am affiliated now or in the future. I also agree to abide by such other rules and guidelines that Cambridge Judge Business School or the University of Cambridge may reasonably impose.

This Agreement shall not apply to any information, technology and ideas which:

- 1 At the date of this Agreement are in the public domain or subsequently come into the public domain through no fault of mine;*
- 2 Were already known to me on the date of disclosure, provided that such prior knowledge can be substantiated;*
- 3 Properly and lawfully become available to me from sources independent of the supplying party;*
- 4 Are disclosed pursuant to the requirement or request of a governmental agency provided that in such event I shall inform you of the nature and extent of any disclosure so required.*

This Agreement shall come into effect from the date below and the obligation under the Agreement shall remain in effect for a period of three (3) years.

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