

# Client Agreement

Interactive Team, Portland State University

## Premise

This document serves to set expectations for the outcomes of an engagement between the client (Client) and students (Students) of Portland State University (Institution) for the creation of intellectual property.

## Expectations

The Client acknowledges that:

- The engagement is collaborative;
- The engagement lasts for a prescribed length of time;
- The scope of this engagement is limited;
- The product of this engagement is an entirely original work;
- There are no explicit or implicit warranties;
- No exchange of information constitutes business strategy or investment advice;
- No damages that result from direct or indirect use of the product can be held against the Institution or Students;
- Communication is to be prompt;
- The services rendered are of significant value;
- The services are being provided at no cost;
- Modifications to the project after this engagement are subject to their own terms.

Additional expectations for the substance of feedback and furnishing of information by the Client will be determined as part of the *Services*.

## Services

Students will provide, at a professional level, a specific set of services:

- *Strategic Planning*  
The Client and Students will work together to define a clear scope and establish concrete goals for the project. The timeline and capabilities of all parties will be considered to foster a project that is practical and ambitious, but feasible.
- *Visual Design*  
Students will develop a compelling design that addresses established goals and complies with existing brand guidelines.
- *Engineering*  
Students will build the established design using modern web technology and deploy it to a web server furnished by the Client.

The services will be rendered in roughly this order, and comprise the three primary project phases.

### **Timeline**

The engagement lasts ten weeks, beginning 30 March 2015 and ending 9 June 2015. Meetings between the Client and Students will be scheduled with no less than one week's advance notice.

Other deadlines will be imposed for feedback and other critical communication, including delivery of content and feedback. These expectations will be established in a Statement of Work, drafted by the Students. By the third week of the engagement, the remaining seven weeks will be planned in detail.

For administrative communication, responses are expected within no more than 48 hours.

### **Acceptance**

Participating in the engagement constitutes acknowledgement of these terms, and their violation may result in the project's termination.