
Memo Of Understanding

Team 5

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Purpose

The purpose of this Memorandum of Understanding (MOU) is to serve as a written understanding between Federal Communications Commission and the Federal Agency offering services. This MOU documents the responsibilities of the principal organizations involved in the deployment of System Name being deployed.

Objectives, Scope, and Major Activities

- ❑ **Objective:** The objective of System being deployed is to provide integrated automation of the list system functions and who will use the system. System being deployed will provide for some information to be made accessible to list groups within the FCC/other agency who will access data.
- ❑ **Scope:** The scope of System being deployed is to support provide brief statement of data being managed under this system. System being deployed will provide support by integrating list any integration factors being considered by egService. Also list any goals of interconnecting the egService system with Agency offering services. System being deployed establishes the means and a standard for integrating existing, developing, and future system name and data. System being implemented will provide seamless, integrated, automated information type information addressing all functional areas including list functional areas .

- ❑ **Major Activities:** The major activities of this system will be to management the system which is implemented in accordance with Federal Agency offering services requirements. The egService system custodian will ensure that the system, designing and engineering concept, architectural and interface baselines and interoperability at all levels is consistent with egService policies, including the System Development Life Cycle and change management processes.

Responsibilities

As the principal representative for the System being deployed functional area, the Program/Custodian Office name is the proponent for the System being deployed and is ultimately responsible for review and validation of the system documentation and proposed system modifications. In addition, the Program/Custodian Office name will:

1. Seek support for, program for, budget, and provide the funding necessary for successful integration of the system, including all necessary information assurance, data and computer security requirements;
2. Ensure that appropriate ITC program managers and the Customer Service Representative are kept apprised of any planned or proposed system modifications so that adequate time for consideration can be offered to the system;
3. Ensure that required of a strategic functional plan for system name are developed;
4. Ensure compliance with all applicable Federal mandates with regard to computer-based system usage;

Services

All services provided under this MOU shall be highlighted in this section, including but not limited to:

- Description of the information system architecture;
- Description of communication links;
- Description of system specific algorithms to be deployed;
- Advanced notification of any planned system modifications, including client modifications;
- Testing that will be done internally at both ends of the interface;
- Support and resource required;
- System availability schedule ;
- System reliability plans;
- System security;
- Data/system backed-up schedule;
- Contingency and Disaster Recovery plans will adequately document system/data recovery efforts;
- Systems risk analysis, computer security certification and accreditation, and security test and evaluation overview, if applicable.

Duration and Amendments of the MOU

This MOU will be reviewed annually from the date signed. The System Program Manager will be responsible for this review.

By signing this page, all parties agree to ensure compliance with applicable Federal and respective agency policies, mandates and instructions that will ensure the continued availability, confidentiality and integrity of information being process by or through this system.

Federal Communications Commission

Project Manager

Printed Name: _____
Date: _____
Signature: _____
Telephone Number: _____
E-Mail Address: _____

Customer Service Representative

Printed Name: _____
Date: _____
Signature: _____
Telephone Number: _____
E-Mail Address: _____

Computer Security Officer

Printed Name: _____
Date: _____
Signature: _____
Telephone Number: _____
E-Mail Address: _____

MOU Federal Agency Name

Project Manager

Printed Name: _____
Date: _____
Signature: _____
Telephone Number: _____
E-Mail Address: _____

