# Memorandum of Understanding

to: Orion jerwa

from: WEB FOUNDATION Development Team

Andrew fales, julianna lin, sofia ostash, charles richter

subject: Web Site Design

date:

cc: AL BOSS, Faculty  
Cascadia College

Following an initial discovery process about your web site project, our development team has agreed to plan, design, implement, test and document a user-centered interface design as part of our learning process. At the end of the project, we will turn over to you and grant you non-exclusive use of all the development files, designs, and usability test results from our work, providing you with an electronic copy of these files.

You can expect that our team will act in a professional manner in our interactions, respect your time and incorporate your feedback and input throughout our design process. We will need your feedback at several key points during the development process. We will need any content, graphics, photos, or other artwork that you can provide us, as soon as possible. We expect that any design elements that you provide for inclusion in the project are either your property, or that you have obtained permission from the rightful owner to use them. If our work is adopted, we would also like to place a visible byline and link (in small type or as a small logo) at the bottom of the primary "home" page as well as invisible tags listing our design credit and names in all pages.

The general scope of our work for this class focuses on developing and testing a user interface design. We will add content as time allows, but you should plan that the final site deployment to your live web server will require additional work. The scope of our work this quarter is further defined in the strategic brief and timeline that accompany this memo.

Thank you for the opportunity to work with you on this project. Feel free to contact Professor Boss or us with any questions.

- Cascadia Web Design Team

## TEAM Contact Information

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**Instructor - Al Boss – aboss@cascadia.edu**

Al Boss is a web developer with a graduate degree in community development and a background in anthropology. He became involved in using Internet tools to help people design their own community processes and projects. He has developed Web sites for a number of organizations, and was a judge for the National Information Infrastructure awards. He has been a volunteer with Neighborhood Networks, Seattle Habitat for Humanity, Cancer Lifeline, Crisis Clinic, the King County Library System, the Westwood Neighborhood Council, South Seattle Cooperative Preschools, the Community Development Society, the University of Missouri Alumni Association, Creative Mornings, and the Seattle Community Network, and remains a volunteer with American Red Cross Disaster Relief and the Seattle/King County Clinic. He is employed as a Web Developer for the King County government in Seattle, and is a member of the Web faculty at Cascadia College.

## WEB DESIGN Project Timeline

| Project Phase | Deliverables | Due Date |
| --- | --- | --- |
| Definition of Goals | Project Scope, MOU | Jan 24th |
| Initial Design | Site Design Mock-up(s) |  |
| Final Design w/ User Testing Results | Site Template, Complete documentation packet with usability test results |  |