

MEMORANDUM OF UNDERSTANDING

FOR

CHAT PROTOCOL PROJECT

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to serve as a written understanding between Group 5 and Chat Protocol Project of the Server's Group offering the application. This MOU documents the responsibilities of the principal organizations involved in the deployment of Chat Protocol Project.

2. Objectives, Scope, and Major Activities

- ❑ **Objective:** The objective of Chat Protocol Project is to improve skills of the arguments learned and developed at school. Chat Protocol will provide a minimal and functional chat protocol that will be used to interact with other chat protocols developed by other groups using Server's Group Server.
- ❑ **Scope:** The scope of Chat Protocol Project is to create a working client application that allows you to send and receive messages.
- ❑ **Major Activities:** The major activities of this system will be to manage Chat Protocol Project in accordance with Server's Group server. The Server's Group system custodian will ensure that the system, designing and engineering concept, architectural and interface baselines and interoperability at all levels is consistent with Server's Group policies, including the System Development Life Cycle (SDLC) and change management processes.

3. Responsibilities

- ❑ **Chat Protocol Project Commission (CPPC), Program/Custodian Office**

As the principal **CPPC** representative for the Chat Protocol Project functional area, the Program/Custodian Office name is the proponent for the Chat Protocol 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 strategic functional plan for Chat Protocol are developed;
4. Provide all required information pertaining to the system, its characteristics and configuration to allow FCC personnel to classify the system as required by OMB Circular A-130, Appendix III and other Federal mandates;
5. Ensure compliance with all applicable Federal mandates with regard to computer-based system usage; and
6. Sign this agreement and act in the best interest of the FCC to ensure continued availability and integrity of Chat Protocol and associated data.

❑ **MOU Federal Agency Name**

The MOU Federal Agency Name, Group 4 will provide all necessary computer based services to the CPPC, Program/Custodian Office to ensure successfully deployment of system name. In addition the MOU Federal Agency Name will:

1. Provide strategic guidance and oversight to **CPPC, Program/Custodian Office** on the secure and adequate implementation of system name;
2. Ensure that baseline agreements on system availability, reliability and accessibility are met or otherwise highlighted and discussed with the **CPPC, Program/Custodian Office**;
3. Define/redefine requirements and push solutions/capabilities to the FCC as quickly as possible;
4. Ensure system alternatives and solutions will be supportable and usable by **CPPC** users;
5. Perform the systems engineering, test, configuration management, and total integration effort in concert with **CPPC** points of contact. Define the system architecture, interfaces and develop support concepts for the **CPPC** system(s);
6. Work with the other signatories of this MOU to ensure total program involvement and understanding is reached and to ensure the program is executed in a successful manner and the goals are met;
7. Exercise the functional responsibility for the management of Chat Protocol, reporting to the **CPPC** point of contact on all issues concerning integration of processes and data in the system; and
8. Monitor execution of the services provided by Chat Protocol, including the infrastructure efforts required ensuring continued availability.

4. 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 implemented;
- 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 by both the FCC and the management agency;
- System availability schedule (e.g., 24/7, 8/5, etc.);
- System reliability plans;
- System security (e.g., data being transmitted across the system will be encrypted at “x” bit, etc.);
- Data/system backed-up schedule;
- Contingency and Disaster Recovery plans will adequately document system/data recovery efforts;
- System security plan(s), if applicable;
- Systems risk analysis, computer security certification and accreditation, and security test and evaluation overview, if applicable.

5. Duration and Amendments of the MOU

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

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AGREEMENT/SIGNATURE PAGE

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.

Chat Protocol Project 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: _____