**MEMORANDUM OF UNDERSTANDING**

**TO:** Lisa Jacobson

**FROM:** WEB FOUNDATION DEVELOPMENT TEAM

Seth Van Hee, Chi Hong Edmund Chan, Carson Dziuk, Adam Kohler

**SUBJECT:** WEB SITE DESIGN

**DATE:** 4/7/2019

**CC:** JENNIFER BRONSON, ASSCIATE 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, respecting your time and incorporating your feedback and input throughout our design process. We will need your feedback at several key points during the development process, as well as 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. 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 the our design credit and names in all pages.

Recall that 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 or 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 Jennifer Bronson or us with any questions.

## CONTACT INFORMATION

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## PROJECT TIMELINE

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| --- | --- | --- |
| **Project Phase** | **Deliverables** | **Due Date** |
| **Definition of Goals** | Project Scope, MOU | 4/19/2019 |
| **Initial Design** | Site Design Mock-up(s) | 5/13/2019 |
| **Final Design w/ User Testing Results** | Site Template, Complete documentation packet with usability test results | 6/10/2019 |