

## Memorandum of Understanding

Project Name: \_\_\_\_\_

### OVERVIEW

#### 1. Project Background and Description

#### 2. Project Scope

#### 3. Stakeholders and their role in this project

Stakeholder	Role	Notes

#### 4. Departments, processes, or systems which will be impacted by this project and how.

**Memorandum of Understanding**

5. Location selected for this project. Will the installation impact the public and daily operations?

6. Artwork Selection Committee

7. High-Level Timeline/Schedule

Steps	What Does it Entail	Expected Completion Date

8. Long Range Plan/ Goal

