## **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

#### **Memorandum of Understanding**



## APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Approved By

Date

Approved By

Date

Title

Title