

OIT Memorandum of Understanding Fiscal Year 2010-2011
Final 1.21.11

OIT Project Manager Temporary Deputy Agreement
“Libraries”

The purpose of the Office of Information Technology Project Manager Loan Program is to provide an option for temporarily deputizing an individual employee in a part-time role as a project manager, for the mutual benefit of the parties, to expedite a highly prioritized project for which that individual holds both expertise and a dedicated interest in the outcome of the project, along with the acknowledged potential to allocate the specified percentage of time to the project.

This Memorandum of Understanding (MOU) documents the agreement between the parties by outlining the job description, identifying the temporary project manager, supervisory details, cost allocation, speed type authorization for payment, along with the length of term and procedures for extension or renewal.

Job Description/Goal:

Identify and acquire a third-party vendor solution to provide enterprise-level audio and video streaming for the campus

Temporary Project Manager/Departmental Employer:

[insert name here]

FTE Relevant to this MOU:

0.25 FTE

Supervision:

Employee will continue to report to his supervisor. Associate Director of Project Management will coordinate employee's temporary PM activities as he does for other deputized ITS staff members.

Term and Renewal (if any):

The initial term of this temporary position is for 3.5 months to commence on October 15, 2010 through January 31, 2011. This agreement allows for one additional extension of the temporary position through March 31, 2011, by written agreement of the parties (email documented exchange shall be sufficient for this purpose, all other terms and conditions to remain the same.)

Cost:

The employee is an IT Pro II. His salary shall be prorated at 0.25 FTE (without any additional costs for items such as benefits) for the term of this agreement. The initial cost shall be transferred from OIT to Libraries.

Payment Process/Speed Type:

The payment for services as detailed below is to be transferred to the Libraries via journal entry by the OIT Budget & Administrative Resources Office during FY 10-11. The Budget Director, by his signature on this document authorizes approval for the OIT Budget office to process the payment by journal entry by March 31, 2011, but under all circumstances, no later than June 30, 2011.

Continuing costs, if any, are subsequently approved hereunder.

Document Error Correction:

The parties agree that if minor computational entries are discovered to be incorrect after execution, then, email documentation to resolve the error shall be sufficient for differences of less than 15% (due to clerical error only).

Signatures:

Libraries IT Director

_____ Date_____

OIT Director of Service Engineering

_____ Date_____

OIT Director of Business and Administrative Resources

_____ Date_____

Originals to: () OIT Budget Office
Signed copy to: () Libraries IT Director

The original signed agreement is to be stored in PDF format online in the MOU database.

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Temporary Project Management Deputy Agreement
Libraries**