

# Project Name

**A Project of [Organization] and the MIT Civic Media:  
Collaborative Design Studio**

## **Working Agreement**

*\* This document was adapted from Research Action Design's standard project agreement template.  
Thanks [RAD!](#)*

## **Background**

*A concise (a few sentences) description of the context of the work, problem, asset, or challenge.*

## **Project Overview**

*A concise (a few sentences) description of the project.*

## **Project Team**

**project partner org** - org bio

**person 1** - one sentence bio. one sentence w/primary role in the project.

**person 2** - one sentence bio. one sentence w/primary role in the project.

## **Goals**

[1-3 major project goals - bullets, preferably]

Project Goals

-

## Key Activities, Timeline, and Estimated hours

[Description of key activities, who leads, estimated hours. Please draw from the course syllabus to populate this table, then modify as appropriate depending on the needs of your project.]

Phase I: Project Planning and Design		Description	When	Who	est. hours
Finalize Preliminary Overall Project Design, Project Planning, Project Roles and Working Agreement				all	2-4
Phase II:		Description	When	Who	hours
Phase III:		Description	When	Who	hours
				total est hrs:	

## Budget

Short description of project budget, if any

## WORKING AGREEMENT

This collaboration is made and entered effective on **[enter date]** between **[people]**

### Parties & Designated Representatives

project partner rep  
name  
project partner  
contact info

person 2

person 3

person 4

### Contribution of Parties

[Describe here what each party will do]

1. The main things we'll do.
2. The timeline is as follows: Regular, weekly project check-ins (or other frequency if so determined) will include assessment of progress to date and how this compares to initial project proposal, changes if necessary.
3. Give the **[project partner]** credit in all published materials that include work carried out in collaboration with **[project partner]**. Press materials should also note **[project partner]** role in the project.

**[project partner]** agrees to the following:

1. **The main things the project partner will do**
2. Respond promptly to requests for clarification and feedback.
3. Notify team immediately when details of the project plan change, either because of changes in the organization priorities or changes in the available information.
4. Give team credit in all published materials that include team research, design, development, or consultation.
5. Co-Design Studio link must appear in project credits. Press materials should also note Co-Design Studio role in the project.
6. Participate in an evaluation of the project upon completion.

## **Meetings**

Parties will communicate via telephone, in-person meetings, and email, as appropriate. Weekly (unless other frequency determined) check-ins will be scheduled to assess project progress (you may want to put details of weekly meeting times in this agreement).

## **Decision-Making**

[What process will your team use for decision-making? Rough consensus? Formal consensus? How will you decide if you can't reach consensus - voting by project team members? Final decisions by project partner organization? Defer to a third party (course instructors)? Spell it out.

## **Disputes**

If a dispute arises from or relates to this Working Agreement or the breach thereof, and if the dispute cannot be settled through direct discussions, the parties agree to endeavor first to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to arbitration. Any unresolved controversy or claim arising from or relating to this Working Agreement or breach thereof shall be settled by the American Arbitration Association in accordance with its Commercial Arbitration Rules. The demand for arbitration shall be made within a reasonable time after the claim or dispute arises, and any claim or dispute subject to arbitration shall be forever barred if demand for arbitration is not made within six (6) months of the date when the controversy or claim first arose. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

## **Reporting**

The Parties agree to report to one another on their progress at least weekly.

## **Resignation of Parties**

Each Party is free to resign from this collaboration at any time, for any reason, with a minimum three weeks notice.

## **Terms**

This agreement shall be in effect for the period until the terms of the agreement (under "Contribution of Parties") are met.

## **Adoption, Amendments and Resolutions**

This Working Agreement may be amended upon a consensus of all the partners, 15 days prior to the effective date of the change. Amendments must be made with written notification to all partners and corresponding signatures from the designated representative of each party. Amendments will then supersede the agreements specified herein, but will only alter or diminish such clauses as are mentioned in the amendment. All other clauses shall remain unaffected until subsequent amendments.

## Rights

We believe in sharing, with attribution, whenever possible!

Any software developed through this collaboration will be released under the GNU GPL or similar free software license; all parties will receive attribution.

Any materials developed through this collaboration will be made available under a Creative Commons Attribution Share-Alike license, or similar; all parties will receive attribution.

Both Parties reserve the rights to publish the results of research relating to this agreement, under a non-exclusive license, unless otherwise agreed upon by the parties; all parties will receive attribution.

## Authority and Approval

Each party has full power and authority to enter into and perform this Working Agreement, and the person signing this document on behalf of each party has been properly authorized and empowered to do so.

---

Project Partner Representative

[name]

---

Person 2

[name]

---

Person 3

[name]

MIT OpenCourseWare  
<https://ocw.mit.edu>

CMS.362 / CMS.862 Civic Media Codesign Studio  
Spring 2016

For information about citing these materials or our Terms of Use, visit: <https://ocw.mit.edu/terms>.