

# Memorandum of Understanding

Date: [Insert Date]

This Memorandum of Understanding (MOU) is made and entered into by and between:

**[Organization Name]**

Address: [Organization Address]

Contact: [Organization Contact Information]

and

**[Partner Organization Name]**

Address: [Partner Organization Address]

Contact: [Partner Organization Contact Information]

## 1. Purpose

The purpose of this MOU is to outline the collaborative framework for the software development lifecycle (SDLC) involving both parties.

## 2. Scope of Work

Both parties agree to collaborate on the following phases of the SDLC:

- Requirements Gathering
- Design
- Development
- Testing
- Deployment
- Maintenance

## 3. Responsibilities

**[Organization Name]** shall be responsible for:

- Providing technical resources.
- Facilitating meetings and updates.

**[Partner Organization Name]** shall be responsible for:

- Sharing project requirements.
- Providing feedback during testing.

## 4. Confidentiality

Both parties agree to maintain confidentiality regarding shared information and trade secrets.

## 5. Duration

This MOU shall remain in effect from [Start Date] to [End Date], unless terminated earlier by either party with a [number]-day notice.

## 6. Signatures

By signing below, both parties agree to the terms outlined in this MOU.

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[Name]  
[Title]  
[Organization Name]

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[Name]  
[Title]  
[Partner Organization Name]