

Sample Letter of Agreement

September xx, 20xx

Dear _____,

We enjoyed meeting with you to discuss your plans for implementing Corporation X's XYZ initiative (e.g. cost reduction, geography expansion, etc.). Thank you for allowing us to study this initiative for our Organizational Processes (OP) class at MIT Sloan. To make sure we are on the same page, this Letter of Agreement summarizes our goals, approach, deliverables, confidentiality, and next steps.

Project Goals

The goal of the OP team project is to hone our organizational analysis skills by studying a recent or ongoing strategic change initiative. We will analyze your change from several perspectives (e.g. how it has affected the culture, politics, and structural design), identify challenges, and craft recommendations for how Company X might strengthen this initiative's effectiveness.

Proposed Project Approach

As we collect data on Company X, we will be very careful to use everyone's time wisely. Here is a list of the type of data that will be helpful to us:

- Employee interviews (we estimate conducting 10-15 30-minute interviews)
 - In particular we hope to interview: [list key people/titles here]
- Observations of physical and/or virtual meetings
- Company documents (e.g. org charts; presentations regarding the initiative)
- Office tour if feasible
- Any other information you think would help us to better understand the initiative

Our team consists of six MIT Sloan MBA students. The work of this project will be divided among all team members, however, to streamline the process, we have assigned [two names here] as primary liaisons. These two will provide you with status updates and will address any questions.

We plan to collect preliminary data between now and [date] and interview team members from [date] to [date]. We may request additional information between now and [date], the project due date.

Deliverables

For our OP course requirements, we have two deliverables: 1) a final paper only to be shared with our OP faculty advisor; 2) a brief presentation to other students in our Communications class. We will share our findings with you in a summary presentation to be held [insert date or rough timing]. We also ask that you please complete an online survey from our advisor upon completion of the project (mid-December).

Confidentiality

We take protecting Company X's confidentiality very seriously and will put in place the following procedures to ensure that strict confidentiality is maintained:

- We will protect employees' privacy by keeping all information received during stakeholder interviews confidential and by omitting names from the final paper.
- We will protect Company X's privacy by not using information obtained beyond the bounds of the class project.
- We prefer to use Company X's name in our class paper and presentation. However, if preferred, we can use a pseudonym. If we do this, please note that our faculty advisor needs to know the real identity of the organization.

- During the semester, we will keep all Company X data—notes from interviews or meeting observations, organizational charts, company documents of any kind—in a secure location.
- At the end of the semester, we will destroy the following: any information supplied by Company X in any format, such as emails, notes from a phone meeting, worksheets, records, company documents, and any kind of company data. This includes both data that is marked confidential and unmarked data. If the final OP report includes confidential information, we will destroy or redact that as well.

Beyond these, if additional steps are required, an MIT Nondisclosure Agreement (NDA) is available and can be signed on behalf of the student team by MIT. No company-specific NDAs can be used.

Next steps

Before we begin working on the project, we want to confirm that the project details listed above are acceptable to Company X. If the scope and terms meet your approval, please sign this letter. If you have questions, let's discuss.

We hope that through this project, we will be able to provide insights that you will find interesting and useful. We very much appreciate the opportunity to work with you on this project and look forward to getting started.

Sincerely,
Team Member 1
Team Member 2
Team Member 3
Team Member 4
Team Member 5
Team Member 6

By signing below, I agree, on behalf of the Corporation X, to provide the required access and resources to the Sloan Team for execution of the project described above.
