

Sample Letter of Agreement

September xx, 2025

Dear _____,

We enjoyed discussing your plans for implementing Corporation X's XYZ initiative. 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 (how it has affected the culture, decision making/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/stakeholder 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 possible
- 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, we have assigned [one or two names] as primary liaisons to streamline the process. He/she/they 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 the project due date on [date].

Deliverables

For our course requirements, we have two deliverables: 1) a final paper only to be read by our OP faculty advisor; 2) a brief presentation to other students in our Communications class. Rather than sharing the paper with you—it includes required analysis and may betray confidences of those interviewed—we will share our findings with you in a summary presentation and conversation to be held the second week of December. We 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 have the following procedures in place to ensure strict confidentiality:

- We protect employees' privacy by keeping all info received during interviews confidential.
- We protect Company X's privacy by not using info obtained for this project beyond the project.

- We prefer to use Company X's name in our class paper and presentation. However, we can use a pseudonym. If we do, please note that our faculty advisor needs to know the identity of the organization. We can assure you that our faculty have decades of experience maintaining confidentiality.
- During the semester, we will keep all Company X data—notes from interviews or meeting observations, organizational charts, company documents, etc.—in a secure location.
- At the end of the semester, we will destroy all information supplied by Company X in any format, such as emails, notes from phone meetings, worksheets, records, company documents, etc. This includes both data that is marked confidential and unmarked data. If the final OP report includes confidential information, the copy we retain will be redacted.

Beyond these, if additional steps are required, an MIT Nondisclosure Agreement (NDA) is available and can be signed on behalf of our team by the Sloan administration. Note that no company-specific NDAs can be used as there are 72 projects going on at one time.

Next steps

Before we begin working on the project, we want to confirm that the project details listed above are acceptable to Company X. Please let us know if you have questions.

We hope that through this project, we will be able to provide insights that you will find interesting and useful. We are not consultants, but we offer an unbiased external look at your key initiative. 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