

Product Development Agreement

To best allocate IIU's resources, and to ensure the development process is successful and efficient, it is critical to have buy-in and support from the program and their leadership.

Transforming an idea into a finished piece of software is a rewarding but challenging process. The Informatics Innovation Unit (IIU) provides rapid, innovative software development for CDC programs at no or minimal cost to the program. The program may incur certification and accreditation (SC&A) or human resource costs. This service, if contracted out, would cost a minimum of \$X00,000.

To collaborate with IIU, _____ is agreeing to:

- Abide by IIU's Code of Conduct <https://www.phiresearchlab.org/index.php/code-of-conduct/>
- Engage in open, ongoing, and timely communication
 - Participate in a one-hour status update meeting every 1-2 weeks
 - Respond to requests for information from IIU
 - Respond to basic requests within 48 hours
 - Respond to complicated requests within one week
- Identify five people who will test software functionality throughout the iterative development process:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- Take the lead in moving the finished product to production. This may include processing SC&A and moving product to ITSO hosting (IIU can assist)
- Pay for non-development costs (e.g. server hosting, SC&A fees, software licenses etc.)
- Maintain finished product; IIU will continue to provide consultation and guidance
- Market and promote the end product by creating and executing a dissemination plan
- Employ user metrics to evaluate the end product once it is in production
- Provide feedback by completing IIU's survey at the close of the project

Program's Project Manager: _____

IIU's Project Manager: _____

This document must be signed by Division level leadership or above.

Program's Division Director (executive sponsor)

Date

IIU Director

Date

DPHID Director

Date