MEMORANDUM OF UNDERSTANDING

**between**

**[Project X]**

**and**

**The Strategic Insights and Budget (SIB) of NASA’s Office of Chief Financial Officer**

**Concerning**

 **Tailoring / Waiving the [To Be Determined] Requirement**

**I. Purpose**

The purpose of this document is to add specificity to the waiver request made for NASA Procedural Requirement (NPR) 7120.5F: NASA Space Flight Program and Project Management Requirements with regards to [Project X]. Specifically, this document will ***only*** deal with the requirements that have been designated to the Office of Chief Financial Officer (OCFO) Strategic Insights and Budget (SIB) per NPR 7120.5F Compliance Matrix.

This signed MOU will fulfill the “Waivers or Deviations Log” requirement as defined in NPR 7120.5F Appendix G, Section 4. This signed MOU will reside in Part 4.0 of the Program Plan and a copy of this signed MOU will reside with SIB.

**II. Tailor / Waiver Request**

This Memorandum of Understanding (MOU) concerns waiving or tailoring the rationale for any SIB designated requirements. Formal documentation of SIB’s concurrence will be documented in [Project X’s] NPR 7120.5F, Appendix C: Compliance Matrix. This document establishes the rationale for the concurrence.

[Specifically state the requirement that the MOU is addressing per NPR 7120.5F. For example, if the requirement that is being tailored is the KDP B range estimate requirement, the following words would be appropriate, “Per NPR 7120.5F, paragraph 2.4.3.1a, *“Single-project programs with an estimated LCC under $1 billion and projects with an estimated LCC greater than $250 million and under $1 billion shall provide a range of cost and a range for schedule, each range (with confidence levels identified for the low and high values of the range) established by a probabilistic analysis and based on identified resources and associated uncertainties by fiscal year. Separate analyses of cost and schedule, each with associated confidence levels, meet the requirement. A joint cost and schedule confidence level (JCL) is not required but may be used.”*]

[Provide background and rationale for the tailoring of SIB owned requirement]

[Provide actual tailoring language and, if appropriate, sufficient supplemental language to give context to the tailoring. For example, if the tailoring language was to “tailor JCL policy to meet the intent of JCL analysis”, then dialog would need to be provided to explain specifically how the project/program will meet the words such as “intent”.]

**III. Concurrence**

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