**Statement of Project Objectives**

**[Project Title]**

***[The SOPO shall not be more than 7 pages and shall utilize the following format. The SOPO should NOT include confidential, proprietary, business sensitive, or privileged information. Additionally, the SOPO should NOT include $$$ amounts, dates, timeframes, time durations, brand names, individual names, or specific work sites, and should not allocate tasks to subcontractors, vendors, or partners (the award is with the prime recipient).]***

1. **OBJECTIVES**

The objective of the project is…. [*Include a sentence or two on the overall objective(s) of the work. Please make sure the objective aligns with the objective from the FOA and this section should include any measurable “requirements”, “specifications”, or “metrics” mentioned in the FOA, e.g., efficiency increase of ≥XX%, energy density of ≥YY, etc.* ***This should NOT exceed one paragraph****.]*

1. **SCOPE OF WORK**

*[This section should not exceed one-half page and should summarize the effort and approach to achieve the objective(s) of the work*.]

The project will be conducted in X budget periods:

**Budget Period 1: [Title]:** *[Generally, discuss activities that will occur in the budget period]*

**Budget Period 2: [Title]:** *[Generally, discuss activities that will occur in the budget period]*

**Budget Period X: [Title]:** *[Generally, discuss activities that will occur in the budget period]*

1. **TASKS TO BE PERFORMED**

*[This section should include concisely written task descriptions in a logical sequence and should be divided into the budget periods of the project. This section provides a* ***brief summary*** *of the planned approach to this project avoiding task details that may overly limit flexibility in achieving the overall objectives*

The following tasks will be conducted:

**All Budget Periods**

Overall Project Management and Planning

The recipient will perform project management activities to include project planning and control, subcontractor control, financial management, data management, management of supplies and/or equipment, risk management, and reporting as required to successfully achieve the overall objectives of the project.

**Task 0.0 – Project Management and Planning:**

The Recipient shall develop and maintain the Project Management Plan (PMP). The content, organization, and requirements for revision of the PMP are identified in the Federal Assistance Reporting Checklist and Instructions. The Recipient shall manage and implement the project in accordance with the PMP.

**Task 0.1- Kick-Off Meeting:**

The Recipient will participate in a project kickoff meeting with the DOE within 30 days of project initiation.

**Budget Period 1: [Title]**

**Task 1.1 – [Title]:**

Subtask 1.1.1 – The recipient will [insert description of work to be performed]

Subtask 1.1.2 – The recipient will [insert description of work to be performed]

**Task 1.2 – [Title]:**

Subtask 1.2.1 – The recipient will [insert description of work to be performed]

Subtask 1.2.2 – The recipient will [insert description of work to be performed]

*[Each budget period must contain one significant SMART (Specific, Measurable, Achievable, Realistic, and Time Bound) Technical milestone per quarter and one Go/No Go Decision Point.]*

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Type** | **Description** |
| Milestone Title (Example: Baseline Definition Complete) | Technical | Insert Verbiage (Example: Analysis of the baseline technology has been completed and characterized for comparison to the technology innovation)  |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Go/No Go Decision Title (Example: Preliminary Design Validated to Achieve Performance Measures) | Go/No Go | Insert Verbiage (Example: Assessment of the preliminary technology design has been completed, verifying that an ≥XX% energy efficiency improvement is achievable)  |

**Continuation:** The recipient is **NOT** authorized to initiate any scope in the next budget period without the DOE Contracting Officer’s prior written approval in accordance with the award terms and conditions.

**Budget Period 2: [Title]**

**Task 2.1 – [Title]:**

Subtask 2.1.1 – The recipient will [insert description of work to be performed]

**Task 2.2 – [Title]:**

Subtask 2.2.1 – The recipient will [insert description of work to be performed]

*[Each budget period must contain one significant SMART Technical milestone per quarter and one Go/No Go Decision Point.]*

|  |  |  |
| --- | --- | --- |
| Milestone | Type | Description |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Go/No Go Decision Title  | Go/No Go | Insert Verbiage |

**Continuation:** The recipient is **NOT** authorized to initiate any scope in the next budget period without the DOE Contracting Officer’s prior written approval in accordance with the award terms and conditions.

**Budget Period 3: [Title]**

**Task 3.1 – [Title]:**

Subtask 3.1.1 – The recipient will [insert description of work to be performed]

**Task 3.2 – [Title]:**

Subtask 3.2.1 – [Description of the work to be performed ]

*[Each budget period must contain one significant SMART Technical milestone per quarter and one Go/No Go Decision.]*

|  |  |  |
| --- | --- | --- |
| Milestone | Type | Description |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |
| Milestone Title | Technical | Insert Verbiage |

*[The SOPO should not include a Go/No Go Decision in the* ***last*** *budget period or “continuation” approval language after the last budget period]*

1. **DELIVERABLES**

In addition to the reports specified in the "Federal Assistance Reporting Checklist", the Recipient will provide the following to the DOE Project Officer (identified in Block 15 of the Assistance Agreement as the Program Manager):

* Summary of accomplishments and project work report will be prepared for inclusion in the Vehicle Technologies Office annual programmatic progress report. Report will be due by October 31 of each year.
* [*Insert additional deliverables required under the funding opportunity announcement]*
* [*Insert additional deliverables proposed by the applicant]*

**E.    BRIEFINGS AND TECHNICAL PRESENTATIONS**

* A technical presentation at the Vehicle Technologies Annual Merit Review Meeting held in Washington, DC.
* Detailed project status update briefings at Washington, DC or via communication/conferencing media approximately twice per year. Briefings will explain the plans, progress, and results of the technical effort.
* Technical paper(s) and presentations as appropriate at technical society meetings, or at technical exchange meetings.