Statement of Project Objectives

​​[ Organization Name]​

[Project Title]​

**[The instructional red and blue text and attachments below should be removed in the final version of the SOPO]**

*Specifically, the SOPO must be consistent with the core, progress, and future plans narratives submitted by the Competitor.  The SOPO should accurately define* ***what*** *work is to be done and the expected progress to be achieved.  See the fundings rules and guidance for specific pages limits of the SOPO.*

*The following items should not be included in the SOPO:*

* *Dollar amounts.*
* *Specific dates (only include general time frames (i.e. Demonstrate XYZ result by Month 3, not Demonstrate XYZ by June 8th, 2013).*
* *Subcontractors, vendors or individuals by name.  The award is with the prime and, as such, the SOPO should not generally reference the subcontractors.*

1. **Project Objectives**

Provide a clear and concise (high-level) statement of the goals and objectives of the project as well as the expected outcomes.  If the award is to be structured in Budget Periods, include the objective(s) for each Budget Period.

1. **Technical Scope Summary**

*Note: This content must be consistent with the core, progress, and future plans narratives submitted by the competitor.*

Provide a summary description of the overall work scope and approach to achieve the objective(s).  The work scope description needs to be divided by Budget Periods that are separated by discrete, approximately annual decision points (see below for more information on go/no-go decision points).  The applicant should describe the specific expected end result of each performance period.

1. **Tasks To Be Performed**

The section should briefly describe the specific activities to be conducted over the life of the project.  This section provides a high-level summary of the planned approach to this project and should clearly articulate what work must be accomplished to execute the project scope and thus meet the established project objectives.  If you are selected for the cooperative agreement during the negotiations you will add the details to the task descriptions, task-related milestones (other than go/no gos and end of project goals) and the project milestone table.

Tasks should be organized in a logical sequence and should be divided into the budget periods of the project, as appropriate.

Each task and subtask is to have a unique number and title and an indication of the approximate duration of the task or subtask in months. Each task and subtask is to have a task summary that describes the objectives, what work is to be accomplished, and relationship to project deliverables or expected results.

**Go/No-Go Decision Points:**  The SOPO should include project-wide go/no-go decision points at the end of each budget period.  A go/no-go decision point is a risk management tool and a project management best practice to ensure that, for the current budget period or period of performance, technical success is definitively achieved and potential for success in future budget periods or periods of performance is evaluated, prior to actually beginning the execution of future budget periods.  Unless otherwise specified in the funding program rules/guidance, the minimum requirement is that each project must have at least three project-wide go/no-go decision point for each budget period (approximately each 12 month period) of the project.  The SOPO should also include the specific technical criteria that will be used to evaluate the progress and make the go/no-go decision.  Go/no‐go decision points are considered “SMART” and can fulfill the requirement for an annual SMART milestone.

**End of Project Goal:**  The SOPO should include at least three SMART end of project goals.

*Below is an example of a typical task structure. While the example illustrates three Budget Periods and three tasks, the specific project work scope will dictate the appropriate number of budget periods, tasks and subtasks:*

**Budget Period 1**​ – *Text describing the milestone or go/no-go decision is to be inserted into the task structure at the point where prior completed work is expected to confirm attainment of the milestone or support the criteria established to make the go/no-go decision.*

**Task 1.0:** Distinctive Title, Date range of the task in months (M1-M4)

**Task Summary:** Task summaries shall explicitly describe what work is to be accomplished, identify the project objectives/outcomes being addressed and provide a concise statement of the objectives of that task. In addition, the description should indicate the project deliverables or expected results that this task will help achieve.

**Subtask 1.1:** Title, Date range (M1-M2)

**Subtask Summary:** Describe the specific and detailed work efforts that go into achieving the higher-level tasks.

**Subtask 1.2:** Title, Date range (M3-M4)

(Continue until all Task 1 subtasks are listed)

**Task 2.0:** (continue in the format above until all tasks and subtasks are listed)

**Subtask 2.1**: Title, Date range, Subtask Summary Description

**Subtask 2.2**: Title, Date range, Subtask Summary Description

**Budget Period 1 Go/No-Go Decision Point:** Insert go/no-go decision description, including the specific technical criteria or basis on which the decision is to be made.

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| --- | --- | --- |
| **Milestone** | **Metric** | **Go/No-Go** |
| 1.1.1 | Number of companies participating in the program | 10 |
| 1.1.2 | Number of additional industry partners | 5 |
| 1.1.3 | Percentage of DEI-relevant cohort companies | 40% |
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**Budget Period 2** ​

**Task 3.0:** Distinctive Title, Date range of the task in months (M12-M14)

(Continue in the format above until all tasks and subtasks are listed)

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Metric** | **Go/No-Go** |
| 1.1.1 | Number of companies participating in the program | 10 |
| 1.1.2 | Number of additional industry partners | 5 |
| 1.1.3 | Percentage of DEI-relevant cohort companies | 40% |
|  |  |  |
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**Budget Period 3**

**Task 4.0:** Distinctive Title, End of Project Goal

(Continue in the format above until all tasks and subtasks are listed)

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Metric** | **End of Project Goal** |
| 1.1.1 | Number of companies to successfully complete the program | 30 |
| 1.1.2 | Number of additional industry partners | 10 |
| 1.1.3 | Percentage of DEI-relevant cohort companies | 40% |
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1. **Project Management and Reporting**

Standard reporting requirements will be agreed upon during negotiation. Reports and other deliverables will be provided in accordance with the Federal Assistance Reporting Checklist following the instructions included therein.