**Project Management Plan**

*The Recipient's Project Management Plan (PMP) is a DOE-approved document that defines how the Recipient will execute, monitor, and control the project to accomplish the objectives. The specific contents, level of detail, and inclusion of subsidiary planning documents are tailored according to the needs of the project. Consequently, every PMP will be different based on the risk, visibility, and/or complexity of the project and the recipient's established processes, procedures, and systems.*

*At a minimum, the PMP is to be reviewed at the end of each Budget Period and resubmitted as a part of the project continuation package. The plan should also be modified on an ad hoc basis to reflect significant changes or deviations of planning that would require contract modification. This would include updates to the project cost plan, milestone completion dates, and/or project schedule.* ***The******Recipient should remove all blue italicized instructions and examples from each section of the PMP prior to submittal to DOE.***

**Project Management Plan**

Agreement Title

DE-EE000XXXX

Original or Revision X

Date Prepared

**SUBMITTED BY**

Organization Name

Organization Address

City, State, Zip Code

**PRINCIPAL INVESTIGATOR**

Name

Phone Number

E-Mail

**SUBMITTED TO**

U. S. Department of Energy

DOE Technology Manager Name

Technology Manager Email

NETL Project Officer Name

Project Officer Email

EXECUTIVE SUMMARY

*Provide a synopsis of the overall project that briefly describes the technical approach, objective(s), goals, and expected results. Identify and discuss technology or techniques resulting from the project.*

RISK MANAGEMENT

*Complete the following table to identify both internal and external risks (i.e., technical, resource, management, etc.), that may impact the likelihood of project success. For each identified risk, indicate any relevant task/subtask, likelihood of occurrence, and the extent and potential impact on successful project completion. Provide a narrative below the table that describes the project’s risk management process, including at a minimum: monitoring frequency, new risk identification, risk retirement, and team member involvement.*

|  |  |  |  |
| --- | --- | --- | --- |
| **RISK MANAGEMENT LOG** | | | |
| **Risk** | **Likelihood**  (High, Medium, Low)  **Impact**  (High, Medium, Low) | **Potential Impact** *(Identify SOPO Task/Subtask, if applicable)* | **Mitigation  Strategy** |
| *Technical milestones may be too challenging (identify specific challenges)* | *Low High* | *Scope of project may be reduced or project may be terminated.* | *{Insert appropriate mitigation strategy here}* |
| *Loss of project partner.* | *Low Medium* | *Significant delay in starting demonstration phase in Task 5.0.* | *{Insert appropriate mitigation strategy here}* |
| *Add/Remove rows as needed.* |  |  |  |

MILESTONE LOG

*Provide a summary of appropriate milestones throughout the project to demonstrate success. A milestone may be either a progress measure (which can be activity based) or a SMART technical milestone. SMART milestones should be Specific, Measurable, Achievable, Relevant, and Timely, and must demonstrate a technical achievement rather than simply completing a task. Unless otherwise specified in the FOA, the minimum requirement is that each project must have at least one milestone per quarter for the duration of the project (depending on the project, more milestones may be necessary to comprehensively demonstrate progress). Provide a description of how the milestone will be verified, including test methods and conditions. Milestones should be consistent with those proposed as part of the technical workplan.*

*Format for the milestone log should be as follows (landscape orientation is acceptable):*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MILESTONE SUMMARY** | | | | |
| **Milestone Number** *(sequential numbering of milestones)* | **Milestone** *(include Go/No Go metric)* | **SOPO Task/**  **Subtask Number** | **Planned  Completion Date** | **Verification Method** *(Method for verifying success)* |
|  | *NDAs with industry partners are signed* | *Task/Subtask X.Y* | *MM/DD/YY* | *Confirmation email to Federal Project Officer* |
|  | *Achieve x% efficiency of prototype unit. (These metrics can be an absolute number or a relative number with identification of baseline metrics)* | *Task/Subtask X.Y* | *MM/DD/YY* | *Provide the test methods and conditions for testing* |
| *Add/ Remove rows*  *as needed.* |  |  |  |  |

FUNDING AND COSTING PROFILE

*Provide a table that shows, by budget period, the amount of government funding going to each member and cost share provided by members.*



*Complete the following table to outline the planned spending for each quarter during the project. The list should correspond to the Federal Fiscal Year (FY). For example, “FY21, Q1” would refer to the quarter that began October 1, 2020.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUARTERLY SPEND PLAN** | | | | |
| **Quarter** | **Federal Share** | **Non-Federal Share** | **Quarter Total** | **Cumulative Total** |
| FY##, Q1 |  |  |  |  |
| FY##, Q2 |  |  |  |  |
| FY##, Q3 |  |  |  |  |
| FY##, Q4 |  |  |  |  |
| FY##, Q1 |  |  |  |  |
| *Add/Remove rows*  *as needed.* |  |  |  |  |
| **TOTAL** |  |  |  |  |

PROJECT TIMELINE

*Provide a timeline of the project broken down by each task and subtask, as described in the Statement of Project Objectives. The timeline should include for each task, a start date, and end date. The timeline will also show any interdependencies with other tasks and note the milestones identified in the Milestone Summary.*

