Statement of Project Objectives

[Control Number]

[Applicant Organization Name]

[Project Title]

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

*All the information to be included in the SOPO must be consistent with the Application and any Negotiation Strategies upon which the award was selected. Specifically, the SOPO must be consistent with the Work Plan portion of the Technical Volume submitted by the Applicant. The SOPO should accurately define* ***what*** *work is to be done and the expected progress to be achieved. See the FOA for specific pages limits of the SOPO.*

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

* *Dollar amounts.*
* *Dates.*
* *Subcontractors, vendors or individuals by name. The award is with the prime and, as such, the SOPO should not generally reference the subcontractors.*

*Intellectual property information and other aspects of the project that could be considered proprietary or business confidential should be clearly marked in the final version of the SOPO. The SOPO must be marked as follows and identify the specific pages containing confidential, proprietary, or privileged information:*

*Notice of Restriction on Disclosure and Use of Data:*

*Pages [list applicable pages] of this document may contain confidential, proprietary, or privileged information that is exempt from public disclosure. Such information shall be used or disclosed only for evaluation purposes or in accordance with a financial assistance agreement between the submitter and the Government. The Government may use or disclose any information that is not appropriately marked or otherwise restricted, regardless of source.*

*The header and footer of every page that contains confidential, proprietary, or privileged information must be marked as follows: “Contains Confidential, Proprietary, or Privileged Information Exempt from Public Disclosure.”*

*In addition, every line and paragraph containing proprietary, privileged, or trade secret information must be clearly marked with double brackets or highlighting.*

# Project Objectives

*Note: This content must be consistent with the ‘Project Objectives’ section of the Work Plan submitted by the Applicant.*

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.

# Technical Scope Summary

*Note: This content must be consistent with the ‘Technical Scope Summary’ section of the Work Plan submitted by the Applicant.*

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 result of each performance period.

# Tasks to Be Performed

*Note: This content must be consistent with the ‘Work Breakdown Structure (WBS) and Task Description Summary’ section of the Work Plan submitted by the Applicant.*

The section should describe the specific activities to be conducted over the life of the project. This section provides a 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.

The task descriptions should be structured with a hierarchy of performance period separated by at least one project-wide go/no-go decision point at the end of each budget period, approximately every 12 months of the project. In other words, 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. 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. Appropriate go/no-go decision criteria should be incorporated into the task and subtask structure.

**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 FOA, the minimum requirement is that each project must have at least one 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. In addition to describing the go/no-go decision points, the method of verification should be included in the SOPO text. Go/no‐go decision points are considered “SMART”: **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**imely, and must demonstrate a technical achievement rather than simply completing a task.

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

**Task 1.0: 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.

The recipient will develop and maintain the Project Management Plan (PMP). The content and organization of the PMP is identified in the Federal Assistance Reporting Checklist and Instructions. At a minimum, the PMP will be updated and submitted as part of the continuation application prior to the initiation of each budget period. The Recipient will manage and implement the project in accordance with the PMP. This language is applicable to all awards and spans the duration of the project through all budget periods.

**Budget Period 1**  – *Budget Period designations may not be necessary for all awards but are required for multi-year projects when subsequent work authorization is dependent on meeting success or acceptance criteria associated with major milestones (located in the PMP) or go/no-go decision points. Text describing the go/no-go decision is to be inserted into the task structure at the point where prior completed work is expected to support the criteria established to make the go/no-go decision.*

**Task 2.0:** Distinctive Title

**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 2.1:** Title

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

**Subtask 2.2:** Title

(Continue until all Task 2 subtasks are listed)

**Task 3.0:** (continue in the format above until all tasks and subtasks are listed)

**Subtask 3.1**: Title, Subtask Summary Description

**Subtask 3.2**: Title, 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.

Repeat the following for all Budget Periods except for the final Budget Period:

**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 [Enter Title]**

**Task 4.0:** Distinctive Title

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

**End of Project Goal:** The SOPO should include one SMART end of project goal. The Applicant should also provide the means by which the goal will be verified.

# Project Management and Reporting

This section should briefly describe relevant project management and reporting activities during all budget periods, including any special reporting requirements or deliverables.

Reports and other deliverables will be provided in accordance with the Federal Assistance Reporting Checklist following the instructions included therein.

Additional deliverables as indicated in the task/subtask descriptions include the following:

*Note: If items other than those identified on the "Federal Assistance Reporting Checklist" will be delivered to DOE, these deliverables will be identified within the text of the Statement of Project Objectives and should be identified here. See the following examples:*

1. *Task 1.0 – Project Management Plan*
2. *Subtask 1.1 - (Topical Report or Item (e.g. hardware for testing) Description)*
3. *Task 2.0 - (Topical Report or Item (e.g. hardware for testing) Description)*

# Briefings and Technical Presentations

Detailed briefings will be prepared for presentation to the DOE in Washington, DC or other location specified by the DOE. Briefings will be given to explain the plans, progress, and results of the technical effort. These meetings are generally meant to cover a kick-off meeting, decision point briefings, and a final project review meeting.

A technical paper and/or presentation will be provided and presented at the annual Building Technologies Office Peer Review, in Washington, DC or other location specified by the DOE.