**SOPO Instructions and Template**

The Statement of Project Objectives (SOPO) is essentially a work plan that describes the entire project and its expected outcomes. It obligates the performer to accomplish the activities and provide the deliverables described. The total SOPO is limited to six pages in length *maximum*.

Use the generic SOPO example on the following page, along with these instructions, as a guide for preparing the SOPO for your project.

The SOPO is divided into subtasks that logically subdivide the work to be performed.

Milestones must be provided for project tracking. Approximately one milestone per quarter is recommended, and up to six milestones maximum per project. Two to three deliverables per project is recommended. Milestones and deliverables must be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). Milestones are high-level progress indicators, not routine actions.

Create a milestone summary table at the end of the SOPO as shown in example below.

SOPO must be submitted in Microsoft Word format.

The SOPO should *not* include any budgetary information.

No specific dates should be used. Instead, use the project month format (Month 3, Month 6, etc).

Header and footer of each page containing any protected data (trade secret, privileged or confidential information) must be marked with the following wording: *“May contain trade secrets or commercial or other financial information that is privileged or confidential and exempt from public disclosure.”* Each line and each paragraph containing such information must be marked with double brackets or other clear identification, such as highlighting.

**Task BP5-X.XX: Your Project Title**

**Abstract:**

One paragraph public abstract clearly stating the project *objectives* and expected *outcomes*.

**Task Summary:**

Narrative description of your technical approach, planned accomplishments, team member roles, notable equipment or supply issues, risks and plan for mitigation, etc. Include appropriate graphics, tables of engineering parameters, and other descriptive information as needed. Up to ½ page in length.

**Subtask BP5-X.XX.1: Title of your first subtask**

Subtask summary: Narrative description of your subtask. Up to ¼ page.

**Milestone X.XX.1.1** Description of your measurable, quantifiable milestone with due date. (Month 3)

**Milestone X.XX.1.2** Description of your measurable, quantifiable milestone with due date. (Month 6)

**Subtask BP5-X.XX.2: Title of your second subtask**

Subtask summary: Narrative description of your subtask. Up to ¼ page.

**Milestone X.XX.2.1** Description of your measurable, quantifiable milestone with due date. (Month 9)

**Milestone X.XX.2.2** Description of your measurable, quantifiable milestone with due date. (Month 12)

Create a Milestone Summary table and include all milestones described in the body of the SOPO.

**Milestone Summary Table**

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone No. | *Brief* Description | Verification Method | Month of Completion |
| X.XX.1.1 | Lorem Ipsum |  | 3 |
| X.XX.1.2 | Lorem Ipsum |  | 6 |
| X.X.X.2.1 | Lorem Ipsum |  | 9 |
| X.X.X.2.2 | Lorem Ipsum |  | 12 |

**Deliverables:**

List all the project deliverables and when they will be provided.

D-BP5-X.XX.1: Lorem Ipsum (Month X)

D-BP5-X.XX.2: Lorem Ipsum (Month X)