**Task BP3-2.10: Your Project Title**

**Task Summary:**

Narrative description of your project objectives, 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 two pages in length.

**Subtask BP3-2.10.1: Title of your first subtask**

Subtask summary:

Narrative description of your subtask. Up to ½ page

**Milestone 2.10.1.1** Description of your measurable, quantifiable milestone with due date. (Month 3)

**Milestone 2.10.1.2** Description of your measurable, quantifiable milestone with due date. (Month 5)

**Milestone 2.10.1.3** Description of your measurable, quantifiable milestone with due date. (Month 9)

**Milestone 2.10.1.4** Description of your measurable, quantifiable milestone with due date. (Month 12)

**Go/No-Go Decision Point** - Each Task must have at least one Go/No-go milestone that is a critical indicator of the project’s eventual success. This should occur at a point in time when resources can be redirected if the attainment of a critical input or accomplishment of a necessary intermediate step will render the original objectives unattainable.

**Subtask BP3-2.10.2: Title of your second subtask.**

Subtask summary:

Narrative description of your second subtask. Up to ½ page

**Milestone 2.10.2.1** Description of your measurable, quantifiable milestone with due date. (Month 3)

**Milestone 2.10.2.2** Description of your measurable, quantifiable milestone with due date. (Month 4)

**Milestone 2.10.2.3** Description of your measurable, quantifiable milestone with due date.. (Month 8)

**Milestone 2.10.2.4** Description of your measurable, quantifiable milestone with due date.. (Month 12)

Add additional subtasks as necessary to completely describe the body of work and how it will be carried out.

Create a Milestone Summary table.

**Milestone Summary Table**

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone No. | Brief Description | Verification Method | Month of Completion |
| 2.10.1 |  |  |  |
| 2.10.2 |  |  |  |
|  |  |  |  |
| Go/No-Go |  |  |  |

**Deliverables:**

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

D2.10.1: (Month)

D2.10.2: (Month)

**Notes:**

The 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.

Milestones and deliverables must be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).

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.