**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 three (3) pages in length, *maximum*.

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

This template contains four subtasks as a default, but you are not required to use all of them. Leave any unused subtasks and/or milestones blank. If you find that you **absolutely** require additional subtasks for your project, please contact Meg Chester at [meg\_chester@ncsu.edu](mailto:meg_chester@ncsu.edu) for a template with additional subtasks.

Milestones must be provided for project tracking. Milestones and deliverables must be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). Milestones are high level progress indicators; not routine actions.

* University or National lab projects: About one milestone per quarter is appropriate.
* Industry projects: About two milestones per quarter is appropriate.

Add Verification Method within the auto-populating milestone summary table at the end of the SOPO.

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 BP4-****1.1:** **Task Title**

**Abstract:**

Provide a one-paragraph public abstract clearly stating the project objectives and expected outcomes.

Project Abstract text

**Task Summary:**

Provide a 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 1/2 page in length.)

Task Summary text

**Subtask BP4-1.1.1:** Subtask #1 Title

Subtask summary:

Provide a narrative description of your subtask. (Brief paragraph)

Subtask Summary text

**Milestone 1.1.1.1** Description of your measurable, quantifiable milestone with due date using the project month date format described in the instructions.

Milestone Description text (Month )

**Milestone 1.1.1.2** Description of your measurable, quantifiable milestone with due date using the project month date format described in the instructions. ***Universities and national labs can leave second milestone blank unless it is needed.***

Milestone Description text (Month )

**Subtask BP4-1.1.2:** Subtask #2 Title

Subtask summary:

Narrative description of your subtask. (Brief paragraph)

**Milestone 1.1.2.1** Description of your measurable, quantifiable milestone with due date using the project month date format described in the instructions.

Milestone Description text (Month )

**Milestone 1.1.2.2** Description of your measurable, quantifiable milestone with due date using the project month date format described in the instructions. ***Universities and national labs can leave second milestone blank unless it is needed.***

Milestone Description text (Month )

**Subtask BP4-1.1.3:** Subtask #3 Title

Subtask summary: Narrative description of your subtask. (Brief paragraph)

Subtask Summary

**Milestone 1.1.3.1** Description of your measurable, quantifiable milestone with due date using the project month date format described in the instructions

Milestone Description text (Month )

**Milestone 1.1.3.2** Description of your measurable, quantifiable milestone with due date using the project month date format described in the instructions. ***Universities and national labs can leave second milestone blank unless it is needed.***

Milestone Description text(Month )

**Subtask BP4-1.1.4:** Subtask #4 Title

Subtask summary: Narrative description of your subtask. (Brief paragraph)

Subtask Summary

**Milestone 1.1.4.1** Description of your measurable, quantifiable milestone with due date using the project month date format described in the instructions

Milestone Description text (Month )

**Milestone 1.1.4.2** Description of your measurable, quantifiable milestone with due date using the project month date format described in the instructions. ***Universities and national labs can leave second milestone blank unless it is needed.***

Milestone Description text(Month )

The form will generate a Milestone Summary table below. Please add only the Verification Method below.

**Milestone Summary Table**

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone No. | Brief Description | Verification Method | Month of Completion |
| **1.1.1.1** | Milestone Description text | Verification Method | 1 |
| **1.1.1.2** | Milestone Description text | Verification Method | 1 |
| **1.1.2.1** | Milestone Description text | Verification Method | 1 |
| **1.1.2.2** | Milestone Description text | Verification Method | 1 |
| **1.1.3.1** | Milestone Description text | Verification Method | 1 |
| **1.1.3.2** | Milestone Description text | Verification Method | 1 |
| **1.1.4.1** | Milestone Description text | Verification Method | 1 |
| **1.1.4.2** | Milestone Description text | Verification Method | 1 |

**Deliverables:**

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

**D-BP4-1.1.1**: (Month )

**D-BP4-1.1.2:** (Month )

**D-BP4-1.1.3**: (Month )

**D-BP4-1.1.4:** (Month