

STATEMENT OF PROJECT OBJECTIVES

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Wholesale Electricity Market Studies and Engagements

(Insert the title of the work to be performed. Be concise and descriptive)

This should be a standalone document that states the work to be conducted and should not include any proprietary/confidential information.

A. OBJECTIVES

Include one paragraph on the overall objective(s) of the work. Specifically identify the issue area of focus: Topic 1: Market Development & Improvement: 1) seams, 2) regional resource adequacy, 3) market design and price formation, 4) regional footprint studies, and 5) integrated regional planning approaches or Topic 2: Market Education & Convenings. Note: If the project will be performed in phases or budget periods, include specific objective(s) for each phase of the work.

B. SCOPE OF WORK

This section should not exceed one-half page and should summarize the effort and approach to achieve the objective(s) of the work. Note: if the project will be performed in phases, includes specific scope statement(s) for each phase.

C. TASKS TO BE PERFORMED

This section provides a brief summary of the planned approach to this project. Tasks/subtasks, concisely written, should be provided in a logical sequence and should be divided into the phases of the project, as appropriate. In writing the Statement of Project Objectives (SOP), avoid 1) the use of proper nouns to minimize SOP modifications in the event of changes to the project team, facilities, etc.; 2) figures and equations; 3) references to other documents and publications; and 4) details about past work and discussion of technical background (which should be covered elsewhere in the application narrative).

Task 1.0 - Project Management and Planning (REQUIRED; APPLICANT INSERT THE LANGUAGE PROVIDED BELOW IN QUOTES)

Subtask 1.1 – Project Management Plan

“The Recipient shall manage and direct the project in accordance with a Project Management Plan to meet all technical, schedule and budget objectives and requirements. The Recipient will coordinate activities in order to effectively accomplish the work. The Recipient will ensure that project plans, results, and decisions are appropriately documented, and project reporting and briefing requirements are satisfied.

The Recipient shall update the Project Management Plan 30 days after award and as necessary throughout the project to accurately reflect the current status of the project. Examples of when it may be appropriate to update the Project Management Plan include: (a) project management policy and procedural changes; (b) changes to the technical, cost, and/or schedule baseline for the project; (c) significant changes in scope, methods, or approaches; or (d) as otherwise required to ensure that the plan is the appropriate governing document for the work required to accomplish the project objectives.

Management of project risks will occur in accordance with the risk management methodology delineated in the Project Management Plan in order to identify, assess, monitor and mitigate technical uncertainties as well as schedule, budgetary and environmental risks associated with all aspects of the project. The results and status of the risk management process will be presented during project reviews and in quarterly progress reports with emphasis placed on the medium- and high-risk items.”

APPLICANT continue with tasks/sub-tasks as necessary. If the project is structured in Phases, clearly delineate which tasks/subtasks are in each Phase or Budget Periods.

Task 2.0 - (Title)

Task descriptions should include a concise description of the work to be conducted for each task. If the task includes subtasks, provide a general description of how each subtask is related to the overall scope of the task.

Subtask 2.1 - (Title)

Subtask descriptions should include a concise description of the work to be conducted for each subtask.

Subtask 2.2 - (Title)

D. DELIVERABLES (Required: Applicant insert the Language provided below in quotes and continue to complete.)

“The periodic and final reports shall be submitted in accordance with the “Federal Assistance Reporting Checklist” and the instructions accompanying the checklist. In addition to the reports specified in the “Federal Assistance Reporting Checklist”, the Recipient must provide the following to the FOA Project Manager (identified in the Assistance Agreement as the Program Manager).”

Task / Subtask Number	Deliverable Title	Due Date
1.0	Project Management Plan	Update due 30 days after award. Revisions to the PMP shall be submitted as requested

		by the Project Manager. See Appendix F for requirements and formatting.
X.X	Final Project Report	Due 90 days after completion of the project.
X.X	Project Summary Slide (The slide must not include any proprietary or sensitive business information as DOE plans to make it available to the public.)	Due 90 days after the project end date.

APPLICANT continue to identify deliverables (other than those identified on the “Federal Assistance Reporting Checklist”) that will be delivered using the format provided in the table above. Ensure the delivery date is also identified. For example: Delivery to DOE X months after completion of task/subtask X.

NOTE: If the application is selected for award, DOE may require the Recipient to include additional deliverables, provided that such deliverables are consistent with the budget, schedule, and scope of the project.

E. BRIEFINGS/TECHNICAL PRESENTATIONS (Required: Applicant insert the language provided below in quotes and continue to complete.)

“The Recipient shall prepare detailed briefings for presentation to the GDO at their facility located in Washington, DC, or via remote meeting. The Recipient shall make a presentation to the Project Manager at a project kick-off meeting held within ninety (90) days of the project start date. At a minimum, annual briefings shall also be given by the Recipient at the DOE sponsored meetings to explain the plans, progress, and results of the technical effort and a final project briefing at the close of the project shall also be given.”

At the Applicant’s discretion, other briefings/presentations may be added to Section E of the SOPO.

NOTE: If the application is selected for award, DOE may require the Recipient to include additional briefings/presentations, provided that such briefings/presentations are consistent with the budget, schedule, and scope of the project.