

APPENDIX J, Amendment 000001

PROJECT MANAGEMENT PLAN AND OBJECTIVES (Demos and Risk Reduction)

The Project Management Plan (PMP) should be formatted to include the following sections, with each section to include the information as described below. As the first task, successful applicants will revise the version of the PMP that is submitted with their applications, by including details from the negotiation process. This PMP will be updated by the recipient as the project progresses, and the recipient must use this plan to report schedule and budget variances. The PMP will contain the project cost and schedule baseline, and will be used as a basis to report budget and schedule variances.

1. Statement of Project Objectives. Provide a description of the entire project that includes the objective, project goals, and expected results. Provide a clear, concise description of all activities to be completed during project performance. For purposes of the application, this information is included in the Project Narrative and should be simply copied to this document for completeness, so that the PMP is a stand-alone document. This statement shall not contain proprietary or confidential business information. Include the following:
 - a. Title of Work to Be Performed (Insert the title of work to be performed. Be concise and descriptive.)
 - b. Objectives. Include one paragraph on the overall objective(s) of the work. Also, include objective(s) for each phase of the work.
 - c. Scope of Work. This section should summarize the effort, including a description of the advanced reactor to be built and demonstrated and the major phases of work required to accomplish this, as well as the approach to achieve the objective(s) of the work for each Phase.
 - d. Tasks to Be Performed. Tasks, concisely written, should be provided in a logical sequence and should be divided into the phases of the project, as appropriate. This section provides a brief summary of the planned approach to this project. Include project management activities, including schedule (it is acceptable to provide the whole schedule as an attachment/appendix to demonstrate the basis for the schedule plan instead of count it as part of the page count), quality and safety programs, etc. The more detailed the better; it is anticipated that these will be very detailed for the first two years of the project, but less detailed for the out-years of the project. If this is the case, this will need to be updated (i.e., a “rolling wave” approach) as the project progresses.
 - e. Deliverables. The periodic, topical, and final reports shall be submitted in accordance with the attached "Federal Assistance Reporting Checklist" (see Appendix C to this FOA) and the instructions accompanying the checklist. [Note: The Recipient shall provide a list of deliverables other than those identified on the "Federal Assistance Reporting Checklist" that will be delivered. These reports shall also be identified within the text of the Statement of Project Objectives. At a minimum, deliverables for the construction portion of the project shall include, as applicable:
 - i. Certificate of Insurance

- ii. Performance Bonds
- iii. Payment Bonds
- iv. Schedule of Values
- v. Monthly Schedule Update
- vi. Monthly Schedule of Values Update
- vii. Monthly Construction Vendor Data Submittal Log
- viii. Progress Invoice Request
- ix. Release and certificate of final payment
- x. Daily Report
- xi. Accident Status Report
- xii. Weekly certified payrolls
- xiii. End of work Recovered Materials Report
- xiv. Construction Field Program/Change Form

2. Coordination and Management Plan. Multiple PMs: The applicant, whether a single organization or team/partnership/consortium, must indicate if the project will include multiple PMs. This decision is solely the responsibility of the applicant. If multiple PMs will be designated, the application must identify the Contact PM/Project Coordinator and provide a "Coordination and Management Plan" that describes the organization structure of the project as it pertains to the designation of multiple PMs. This plan should, at a minimum, include:

- a. Process for making decisions on scientific/technical direction
- b. Publications
- c. Intellectual property issues
- d. Communication plans
- e. Procedures for resolving conflicts

Explain PMs' roles and administrative, technical, and scientific responsibilities for the project.

3. Milestone Log. Provide milestones for each budget period (or phase) of the project. Milestones MUST be proposed for work technology and progress, progress in achieving/securing recipient cost sharing commitments and demonstrating recipient financial security; milestones that demonstrate reactor/plan affordability both for construction/manufacture, as well as for reactor end product market competitiveness, and for achieving commerciality (customers, etc.) of the reactor, etc. Each milestone should include a title, description and planned completion date, as well as the method to be used to verify milestone completion. When submitting the Milestone Log in your application, it is recommended that applicants do not use calendar dates, but instead use number of days, weeks or months after receipt of award (ARA); for example, instead of using "January 15, 2021", consider instead using "5 weeks ARA" or "3 months ARA". Milestones should be quantitative and show progress toward budget period and/or project technology goals. During project performance, the recipient will report the Milestone Status as part of the required quarterly Progress Report. The Milestone Status will present actual performance in comparison with Milestone Log, and include:

- a. the actual status and progress of the project;
- b. specific progress made toward achieving the project's milestones; and,
- c. any proposed changes in the project's schedule required to complete milestones.
- d. milestone verification method

4. **Funding and Costing Profile.** Provide a table (the Project Funding Profile) that shows, by budget period and by clearly set forth milestones, the amount of recipient and government funding going to each project team member, as well as projected total amounts per member. Also, provide a table (the Project Costing Profile) that projects, by month, the expenditure of recipient and government funds for each budget period for the project.
5. **Timeline.** Provide a timeline of the project (similar to a Gantt chart) broken down by each task and subtask and by each milestone, as described in the Statement of Project Objectives. The timeline should include for each task, each milestone, a start date, and end date. The timeline should show interdependencies between tasks and include the milestones that are identified in the Milestone Log above.
6. **Success Criteria at Decision Points.** Provide success criteria for each decision point in the project, including go/no-go decision points, and the conclusions of budget periods and the entire project. The success criteria should be objective and stated in terms of specific, measurable, and repeatable data. Usually, the success criteria pertain to desirable outcomes, results, and observations from the project. Project recommended milestone payment schedule.
7. **Risk Management.** Provide a summary description of the proposed approach to identify, analyze, and respond to perceived major risks (technical, cost, schedule, financial cost sharing, etc.) associated with the proposed project. Project risk events are uncertain future events that, if realized, could impact the success of the project. As a minimum, include the initial identification of significant technical, resource, and management issues that have the potential to impede project progress and strategies to minimize impacts from those issues. In addition to the summary description of risk provided as part of the PMP, a separate, detailed risk management plan is required as part of the application package, as specified in FOA Appendix I.