**Attachment 1 – National Laboratory Field Work Proposal (FWP) TEMPLATE**

**Field Work Proposal (FWP)**: The FWP must contain a clear, concise description of all activities that will be completed during project performance and follow the structure/format outlined below. Since the FWP may be released (in whole or in part) to the public by DOE after award, it shall not contain proprietary or confidential business information. The FWP generally consists of less than five **(5)** pages to describe the proposed work.

*Italicized text in the following template is provided as guidance and should be removed by the Applicant when preparing their FWP.* All other text is intended to be included in the Applicant’s proposed FWP.

**[\*\*\*\*\*BEGININNING OF FWP TEMPLATE\*\*\*\*\*]**

**Field Work Proposal**

*Insert Project Title*

**A. OBJECTIVES**

*Clearly and concisely describe the objective(s) for each phase of the project. This section should not exceed one-half page.*

**B. SCOPE OF WORK**

*Summarize the planned effort and approach to achieve the proposed objectives (including each phase). This section should not exceed one-half page.*

**C. TASKS TO BE PERFORMED**

*Include clear and concise tasks and subtasks (if needed) organized in a logical sequence. Group the tasks and subtasks into corresponding phases, if applicable. Include go/no-go decision points, define the criteria used to demonstrate meaningful and measurable technical progress, and provide the data needed to justify continuing the project.*

**Task 1.0 - Project Management and Planning (Phases 1 and 2)** *(REQUIRED; APPLICANT INSERT TASK 1.0 AND ALL SUBTASKS)*

**Subtask 1.1 – Project Management**

Within 30 days of award, the Recipient shall submit a Project Management Plan (PMP) including details from the award negotiation process and through consultation with the Federal Project Officer (FPO). The PMP shall include all phases of the project. The Recipient shall not proceed beyond Task 1.0 until the updated PMP has been accepted by the FPO.

The PMP shall be revised and resubmitted as often as necessary to capture any major/significant changes to the planned approach, budget, key personnel, major resources, etc.

The Recipient shall manage and direct the project in accordance with the approved Project Management Plan to meet all technical, schedule and budget objectives and requirements. The Recipient will coordinate activities 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.

*Include additional tasks and subtasks as appropriate using the following format.*

**Research and Development (Phase 1)**

**Task 2.0** – **(*State title of task and provide description)***

Subtask 2.1 - *(State title of subtask and provide description)*

**Task 3.0** - ***(State title of task and provide description)***

**Task x.0** - ***(State title of task and provide description)***

## Go/No-Go Decision Point: The Go/No-Go Decision will be based on the completion of Phase 1 tasks and the submission of associated deliverables *[Multiple Decision Points may be added as needed based on the completion of major tasks and/or project milestones]*. The Recipient will not begin the next phase until receiving written authorization from the DOE FPO to proceed. Written authorization can be in the form of email or letter issued by the FPO.

**Demonstration (Phase 2)**

*(PHASE 2 MUST INCLUDE TASKS FOR “DEVELOP TEST PLAN” AND “EXECUTE TEST PLAN”)*

**Task x.0 - *(State title of task and provide description)***

**Task x.0 - Develop Test Plan – *(provide description)***

**Go/No-Go Decision Point: The Go/No-Go Decision will be based on the completion of the Test Plan and the submission of associated deliverables** *[Multiple Decision Points may be added as needed based on the completion of major tasks and/or project milestones]*. **The Recipient will not begin executing the Test Plan until receiving written authorization from the DOE FPO to proceed. Written authorization can be in the form of email or letter issued by the FPO.**

**Task x.0 - Execute Test Plan – *(provide description)***

**Task x.0 - *(State title of task and provide description)***

**D. DELIVERABLES**

*The Recipient shall include a list of deliverables that will be submitted to the NETL FPO during the project.*

Subtask 1.1 – Project Management Plan – Due 30 days after award. Revisions to the PMP shall be submitted as needed or as requested by the NETL FPO.

Subtask x.x – Test Plan – *Due before the Go/No-Go Decision Point*

*List additional deliverables as appropriate.*

**E. BRIEFINGS/TECHNICAL PRESENTATIONS**

The Recipient shall prepare, and present periodic briefings, technical presentations and demonstrations as requested by the FPO, which may be held at a DOE or Recipient’s facility, other mutually agreeable location, or virtually. These may include all or a combination of the following:

**Kickoff Briefing** – Not more than 30 days after submission of the Project Management Plan, the Recipient shall prepare and present a project summary briefing as part of a Project Kickoff Meeting.

**Go/No-Go Decision Point Briefing** – Not less than 90 days prior to the planned start of a new phase, the Recipient shall brief the DOE on the results to date, and their plans for the subsequent phase(s) of work. The DOE will consider the information from this briefing, as well as the content of deliverables submitted to date, prior to authorizing continuing the project.

**Final Project Briefing** – Not less than 30 days prior to the end of the project, the Recipient shall prepare and present a Final Project Briefing on the results and accomplishments of the entire project.

**Other Briefings** – The Recipient shall prepare and present technical, financial, and/or administrative briefings as requested by the DOE. Additionally, the DOE may require Recipients to make technical presentations at national and/or industry conferences.

**F. MILESTONES**

*The Recipient shall include a milestone log. Each milestone in the Milestone Log should be appropriate, specific, measurable, achievable, relevant, timely, verifiable, and show progress toward achievement of project goals. At a minimum, each milestone must include a description, planned completion date, and verification method.*

**G. PROJECT SCHEDULE**

*The Recipient shall include a project schedule showing the interdependencies between tasks. The schedule must clearly indicate milestones and include a proposed project timeline broken down by phase and task with team members and their roles. The schedule must also indicate the deliverables, which must include each deliverable’s title, associated phase/task, and planned completion date.*

**[\*\*\*\*\*END OF FWP TEMPLATE\*\*\*\*\*]**