#### Project Name:

Project PI:

**Project co-PIs** (if applicable):

**Project Sub(s)** (if applicable):

Contents

[1. Introduction 1](#_Toc448310421)

[2. Research Question(s) being addressed 1](#_Toc448310422)

[3. Goal and Objectives 1](#_Toc448310423)

[4. Research Methodology 2](#_Toc448310424)

[5. Tasks 2](#_Toc448310425)

[6. Milestones 2](#_Toc448310426)

[7. Deliverables (Outputs) 2](#_Toc448310427)

[8. Performance Metrics 3](#_Toc448310428)

[9. Stakeholder Engagement 3](#_Toc448310429)

[10. Transition Approach 3](#_Toc448310430)

[11. Impact/Benefit (Outcomes) 4](#_Toc448310431)

[12. Programmatic Risks and Mitigation Plans 4](#_Toc448310432)

[13. References (References do not count towards the page limit) 4](#_Toc448310433)

# 1. Introduction

# 2. Research Question(s) being addressed

# 3. Goal and Objectives

# 4. Research Methodology

# 5. Tasks

**Specific Tasks**

|  |  |  |
| --- | --- | --- |
| **ID** | **Description** | **Completed by (# of months past start date)** |
| T.1 |  |  |
| T.2 |  |  |
| T.3 |  |  |

# 6. Milestones

**Project Milestones** <e.g., <http://www.ittoolkit.com/how-to-it/projects/project-milestones.html>>

|  |  |  |
| --- | --- | --- |
| **ID** | **Description** | **Completed by (# of months past start date)** |
| M.1 |  |  |
| M.2 |  |  |

# 7. Deliverables (Outputs)

**Project Outputs – Period 1**

|  |  |  |
| --- | --- | --- |
| **ID** | **Description** | **Completed by (# of months past start date)** |
| D.1 |  |  |
| D.2 |  |  |
| D.3 |  |  |

# 8. Performance Metrics

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Description** | **Quantitative Performance Target** | **Achieved by (months past start date)** |
| P.1 |  |  |  |
| P.2 |  |  |  |
| P.3 |  |  |  |

|  |  |  |
| --- | --- | --- |
| **ID** | **Baseline Performance** | **How is baseline established?** |
| P.1 |  |  |
| P.2 |  |  |
| P.3 |  |  |

|  |  |  |
| --- | --- | --- |
| **ID** | **How will final performance be assessed?** |  |
| P.1 |  |  |
| P.2 |  |  |
| P.3 |  |  |

# 9. Stakeholder Engagement

# 10. Transition Approach

# 11. Impact/Benefit (Outcomes)

* **DHS**
* **Stakeholders/HSE/Others**

# 12. Programmatic Risks and Mitigation Plans

# 13. References (References do not count towards the page limit)