## Project Title

As of: (Date)

## Section 1 – Project Overview

*Provide a high-level, ‘elevator pitch’ description of your idea that explains the concept in a way such that anyone can understand it in 1-2 paragraphs. Section should describe what you intend to do with the requested funding, the underlying technology, how the developed technology or product will work, who will use it, and how/why it will benefit the warfighter. This statement should be written to provide a non-technical reviewer a top-level description of the proposed project.*

### Project Description:

**Objective & Payoff of Proposed Project:**

*Please detail what the project will accomplish and why it’s relevant/valuable. This section should describe the product to be transitioned to a non-technical reviewer through a clear and concise narrative. This section should clearly convey:*

* *What current problem does this project address?*
* *How will this project solve the above problem/why is it better than other solutions?*
* *Provide qualitative comparative to current problem solution (e.g., order of magnitude improvement)*
* *What new or increased capability will this provide to the warfighter?*

## Transition Strategy:

*Describe the strategy to transition this project/capability after P&E funding runs out. Will a Service lab continue further development? Will lessons learned inform a Program Office / PEO decision? Will it transition into a Program of Record through a formal transition agreement? Explain where out-year funding will come from to sustain this effort, if needed. Include primary transition POC and contact information.*

### Funding Overview:

### *List the total project cost and the total funds requested from P&E. In the table, breakout the funding requested from P&E and each organization providing co-funding by FY. Provide a brief description of the co-funding beneath the table, as seen in the examples.*

The total cost of the XXXX project is estimated at $X.XXXM, with $X.XXXM requested from I&M. The cost per fiscal year is detailed in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding Organization** | **FYXX** | **FYXX\*** | **FYXX\*** | **Total** |
| I&M | $ X.XXX M | $ X.XXX M | $ X.XXX M | $ X.XXX M |
| *Add Sponsor1* | $ X.XXX M | $ X.XXX M | $ X.XXX M | $ X.XXX M |
| *Add Sponsor2* | $ X.XXX M | $ X.XXX M | $ X.XXX M | $ X.XXX M |
| \*Funding is contingent upon the availability of funds and the successful completion of project tasks and deliverables in each fiscal year**.** |

### Sponsor 1: *RDT&E funding in direct support of Project XXXX.*

### Sponsor 2: *providing platform as in-kind to support final demonstration*

### Sponsor 3: *PROC/O&M funding to support transition*

### Project Schedule

*Provide a high-level summary of the major tasks, milestones, deliverables, and Go/No Go decision criteria/metrics for each phase in the table below. Examples include the project CDR, PDR, and expected transition date. Each project must provide a comprehensive technical report as a deliverable. An expanded schedule and/or Gantt chart can be provided in Section 2.*

|  |  |  |
| --- | --- | --- |
| **Summary of Major Tasks, Milestones, & Deliverables** | **Estimated Start Date** | **Estimated Completion Date** |
| **Phase 1, FY 20XX** |
| Task 1:  | Month/Year | Month/Year |
| Task 2:  | Month/Year | Month/Year |
| Deliverable 1:  | - | Month/Year |
| Deliverable 2:  | - | Month/Year |
| Go/No Go Decision 1 (Criteria and/or Metric) | - | Month/Year |
| Go/No Go Decision 2 (Criteria and/or Metric) | - | Month/Year |
| **Phase 2, FY 20XX** |
| Task 1:  | Month/Year | Month/Year |
| Task 2:  | Month/Year | Month/Year |
| Deliverable 3: Comprehensive Final Report  | - | Month/Year |

In addition to the deliverables listed in the table above P&E requires:

* Project overview briefing with regular updates, as required
* Monthly technical and financial status reports (template will be provided) on the 10th of every month
* Submission of all reporting requirements related to DTIC Data Calls
* Comprehensive final report with sufficient detail to support future utility delivered to P&E upon 100% expenditure of funds. Final data products will be uploaded to DTIC by performer.

**Metrics/Measures of Success:**

*Provide quantitative metrics which can be used to measure progress against stated objectives. Phased projects should provide objectives at the conclusion of each phase, and specify metrics to evaluate against those objectives.*

**Risk and Risk Mitigation:**

*In this section describe anticipated risks (i.e., technical, schedule, financial), the probability of this risk occurring (e.g., High, Medium, Low) and risk mitigation measures you plan to take.*

**Section 2 – Financial Information**

**MIPR Instructions**

*Specify each Direct Cite and/or Reimbursable MIPR required for execution of this project. Direct Cite funds can only be placed on a single contract. For projects with multiple contracts, separate funding documents must be sent to each organization. A contract number is required for existing contracts. For contracts that are not established or the contracting vehicle to be used is unknown, state “contract TBD”. Please specify if non-severable funds are required. Verify with your Financial POC to ensure all contract fees are accounted for.*

* Funding Period of Performance (POP): Click here to enter a date. to Click here to enter a date.
* This funding increment is for $X.XXXM from I&M PXXX FYXX funds:
* **Direct Cite** funds to be placed on contract:
* **Direct Cite** funds to be placed on contract:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funding Amount** | **Contract#, delivery order #, task order #, etc.** | **Receiving Organization** | **DODAAC** | **PSC** | **Severable or Nonseverable** |
| $ |  |  |  |  |  |
| $ |  |  |  |  |  |
| $ |  |  |  |  |  |

* Direct Cite funds for an existing contract will be obligated within 60 days of receipt.
* Direct Cite funds for a new contract will be obligated within 90 days of receipt.
* **Reimbursable** funds for materials, labor and travel:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funding Amount** | **Receiving Organization** | **DODAAC** | **PSC** | **TAS** | **Limit Code** |
| $ |  |  |  |  |  |

* Reimbursable funds will be obligated within 30 days of receipt.
* See Financial POC and COR contact information in Participants and Customers Section.
* Obligating documents to include MIPR acceptances and contract modifications will be sent to P&E.

**Participants & Customers:**

*A Financial POC is required for each organization that is accepting project funds*

|  |  |
| --- | --- |
| **P&E Portfolio Manager** | **P&E Budget Analyst** |
|  |  |
| **Primary Project POC** | **Alternate Project POC** |
| Name: Organization Name: Organization Address: Email Address: Phone #:  | Name: Organization Name: Organization Address: Email Address: Phone #:  |
| **Organization 1 MIPR Financial POC** | **Organization 2 MIPR Financial POC** |
| Name: Organization Name: Organization Address: Email Address: Phone #:  | Name: Organization Name: Organization Address: Email Address: Phone #:  |