**Project Workplan**

<Use 11 point Arial font, or larger, throughout the document. Remove instruction text (in red)>

<All research conducted through BTI Institute is intended to have **publicly releasable results.** Accordingly, no research under this Award should involve, use, or generate sensitive information, which includes Personally Identifiable Information, and/or classified information.>

**PI(s) Name(s):** FirstName LastName, Affiliation(s) (PI)

**Project Start Date:** Month Year  **Anticipated End Date**: Month Year

# Abstract (250-400 words)

<Brief description of the project, describing goals and objectives, methodology, outcomes, and benefit to homeland security. >

# Introduction and Rationale (up to ½ page)

<State explicitly the problem this proposal intends to address. Why is it timely to address this research now? Why is this topic a priority? What are the expected new capabilities? What are the negative impacts if the challenges go unmet or the consequences if solutions are delayed?>

<Describe how this work is relevant to the DHS mission – how will it impact/benefit DHS – please refer back to the DHS strategic goals and objectives. Reference documents include [DHS Integrated Product Teams](https://www.dhs.gov/sites/default/files/publications/IPT%20Report-Final_0.pdf), the [DHS 5-Year Strategic Plan 2015-2019](http://www.dhs.gov/sites/default/files/publications/st/ST_Strategic_Plan_2015_508.pdf), and the [Quadrennial Homeland Security Review](http://catalog.data.gov/dataset/strategy-quadrennial-homeland-security-review-qhsr)). Additional resources include DHS components (e.g., the [S&T Visionary Goals,](https://www.dhs.gov/science-and-technology/visionary-goals) the [CBP Vision and Strategy 2020](https://www.cbp.gov/document/publications/vision-and-strategy-2020), or the [U.S. Border Patrol Strategic Plan](http://www.cbp.gov/sites/default/files/documents/bp_strategic_plan.pdf))>

**Intellectual Merit:**

# Project Goal and Objectives (up to ½ page)

The goal of the project is <Description of the main goal of this project>

The specific objectives are the following:

<List the specific objectives in support of this goal. Identify the unique contributions of the proposal. Please specify why the desired objectives and outcomes are necessary in the context of the stated research question(s). >

# Methodology (up to 3 pages)

<List and describe how the project objectives will be accomplished. >

Objective 1:

Objective 2:

Objective N:

## Data

<Include any data collection methods and their properties; sample size and justification (e.g., power analysis); data processing methods; data analysis and evaluation; and dissemination plans as appropriate. Describe sources of data, if third party.>

## Student Involvement

* **Undergraduate students (if any)**

<List the total number of undergraduate students to be supported by this project (either in full or partially). Student names are not required. For each student, specify what tasks the student will assist with, and whether the student’s effort will be in partial fulfilment of the requirements of a degree (and state the degree type, i.e., Bachelor’s or Associate’s)>

* **Graduate students (if any)**

<List the total number of graduate students to be supported by this project (either in full or partially). Student names are not required. For each student, specify what tasks the student will assist with, and whether the student’s effort will be in partial fulfilment of the requirements of a degree (and state the degree type, i.e., Ph.D. or Master’s)>

## Postdoctoral Fellows and Other Professionals (if any)

<List the total number of postdoctoral fellows and other professional to be supported by this project (either in full or partially). Names are not required. For each person, specify the tasks and the effort committed.>

# Project Management (up to 1 page not including tables and charts formatted below)

<List and describe what tasks will have to be completed to meet project objectives. First task should be kick-off meeting (via teleconference if necessary). Provide a timeline in months past the project start date. Include evaluation activities and at least one meeting with the project champion per three months. If task effort spans more than a month, provide the expected task duration.>

## Tasks

|  |  |  |  |
| --- | --- | --- | --- |
| T.1 | Task title: Task description:  | Start | End |
|  |  |
| Deliverables |
|  |
| T.2 | Task title: Task description: | Start | End |
|  |  |
| Deliverables |
|  |

## Gantt Chart

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Task title** | **Duration** | **Q1** | **Q2** | **Q3** | **Q4** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| T.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Description** | **Type\*** | **Date** |
| D.1 |  |  |  |
| D.2 |  |  |  |
| D.3 |  |  |  |

## Deliverables

\*Type of deliverable: **A:** Algorithm; **B:** Brief; **Co:** CONOPS**; Cu:** Curriculum; **E:** Economic analysis; **H:** Hardware Prototype; **P:** Publication (Conference or Journal); **PD:** Protocol + Datasets; **R:** Report; S: Software (executable and source code); **S:** Survey - Validated Instrument

<State clearly and succinctly the types of deliverables (outputs) that could be produced by the project. Please specify why the desired outcomes are necessary in the context of the stated proposal. Include any of the following items as part of your deliverables: Journal Publications, Conference Publications, Gadgets, Software Products, Systems, and Datasets. Do you foresee that your deliverables will require the use of a third-party technology or product? List on a timeline using months past the project start date. >

|  |  |
| --- | --- |
| **ID\*** | **Third-party technology or product required** |
| D.1 |  |
| D.2 |  |
| D.3 |  |

**List of Deliverables requiring third-party technology or software**

\*Deliverable ID should be the same as in the deliverables list (section 6.3)

## Milestones

<List and describe project milestones that will be achieved on completing specific project tasks. Milestones should be construed as a major completion of activity.  Provide a timeline in months past the project start date. >

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

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Description** | **Date** | **Means of verification** |
| M.1 |  |  |  |
| M.2 |  |  |  |
| M.3 |  |  |  |

## Performance Metrics

<Describe the measures that will be used to evaluate project performance and progress – how will you quantify success? Please also specify how you will assess the potential impact of your output. Ideally, these metrics should be developed in consultation with the stakeholders to make sure they are useful. How should progress toward achieving the proposal be quantitatively assessed? How should the impact of the deliverables (outputs) produced be quantitatively assessed? How will scientific progress be measured by BTI Institute management? What are the parameters for testing? What are the criteria for evaluating progress?>

|  |  |  |
| --- | --- | --- |
| **Research and Innovation KPIs** | **Date** | **Means of verification** |
| KPI-RI-1 |  |  |  |
| KPI-RI-2 |  |  |  |
| KPI-RI-3 |  |  |  |
| **Dissemination KPIs (HSE, scientific community, public)** | **Date** | **Means of verification** |
| KPI-D-1 |  |  |  |
| KPI-D-2 |  |  |  |
| KPI-D-3 |  |  |  |

## Decision Points

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Performance Target (criteria for "go" decision)** | **Decision Date** | **Drop dead date** |
| P.1 |  |  |  |
| P.2 |  |  |  |
| P.3 |  |  |  |

# Transition Plan (up to ½ page)

## Stakeholder Engagement

<Discuss outreach and communication activities. List stakeholders of this project as well as a description of stakeholder engagement throughout the progress of the project. Identify project champion(s)>

## Notional Transition Plan

<Describe the transition plans and activities to date. How will you get your final product to the target end users in a useable, customer-friendly manner that ensures it is put to use immediately? Do you have any existing IP that this project will utilize? Provide a notional transition plan that the project champion will agree to.>

# Programmatic Risks and Mitigation Plans (up to 1 page)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Description of Risk** | **Tasks** | **Severity\*** | **Proposed mitigation measures** |
| R.1 |  |  |  |  |
| R.2 |  |  |  |  |
| R.3 |  |  |  |  |

\*Severity to completion of the project: high; medium; low

<Describe all potential programmatic risks that may impact project completion and plans to mitigate those risks>

**Appendix A. Literature Review**

Please limit this section to no more than 2 pages. As a general guide, please see Galvan, J. (2006). Writing literature reviews: a guide for students of the behavioral sciences (3rd ed.). Glendale, CA: Pyrczak Publishing; and, Diana Ridley, The Literature Review: A Step-by-Step Guide for Students (SAGE Study Skills Series)

Related to Objective 1:

Related to Objective 2:

**Appendix B. References:**

The bibliographic style should follow a consistent format for all references listed. The style choice is at the discretion of the PI and can be one of any of the standard formats, including but not limited to: MLA, APA, Chicago, etc.

The list should follow the same formatting guidelines as the rest of the document with the following exception: spacing between paragraphs may be eliminated.

References should be numbered, they should not be indented from the left margin, and should hang by 0.25 inches. Example:

1. Smith B. An article about something significant. *A Peer-Reviewed Journal*. 13:45-54, 2015.
2. Jones T, Brown J. An article about something less significant. *Journal of Last Resort.* 25:73-80, 2016.
3. Smith B. An article that refutes Jones and Brown’s findings. *Journal of the Smug Society.* 16:5-10, 2017.

All references in the list must be cited in the text.