

DIVISION OF RESEARCH, INNOVATION & SYSTEM INFORMATION
Research Initial Scope of Work Guidelines
FY 2015/16

INTRODUCTION:

The Project Manager/Task Manager (PM/TM) who decides to advertise their FY15/16 approved task(s), please follow the guidelines below, and return the completed "Initial Scope of Work" (ISOW) Submittal Form and any back-up documents to Yvonne Cooks.

GUIDANCE ON INITIAL SCOPE OF WORK SECTIONS:

- I. **Project Number and Title:** (Limit each title to no more than 60 characters.)
- II. **Task Number and Title:** (Limit each title to no more than 60 characters.)
- III. **Project Problem Statement:** (Describe the project problem statement.)
- IV. **Objective:** (Describe the overall objective for the task.)
- V. **Task Description of Work and Expected Deliverables:** (Optional section for the PM/TM to provide specifics about work requested in the proposal.)
- VI. **Background:** (A brief background statement or description of how the task relates to the project, and to departmental operations.)
- VII. **Estimate of Duration:** (Duration estimate for this *task*. Please align the schedule with the RPMD.)
- VIII. **Related Research:** (Results of PM/TM's literature review and/or Preliminary Investigation for new projects, or research results from previous tasks in this project. Also include any other related research and relevant literature.)
- IX. **Deployment Potential:** (Is this an incremental part of a larger research project? What stage of research is this project in now? What might be the eventual deployable product? What division/office/entity is the identified sponsor?)
- X. **Author and Date:** (Self-Explanatory)