

# Project Execution Plan

Project Number: [Project Number]

## Document Title

*[A color cover with a picture or sketch of a project feature is often appropriate to emphasize the importance of the PEP or for external distribution to stakeholders.]*

*[Notes:*

*(1) **Complete sections in black brackets** with the appropriate information.*

*(2) **Delete sections printed in red after reading;** they are intended as guidance or information to help complete the PEP.*

*(3) **Add or delete sections as necessary** to tailor the PEP to a specific project.*

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## [Document Title]

[Doc ID/Rev]

Approved By:

\_\_\_\_\_  
[DOE Acquisition Executive]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[DOE Federal Project Director]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Contractor Project Manager]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Additional Approver #1]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Additional Approver #2]

\_\_\_\_\_  
Date

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[Mark figure headings in text with “Figures” format and generate figures list below.]

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### **EXECUTIVE SUMMARY**

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## 1. OVERVIEW

### 1.1 Introduction

[State the project's purpose and major objectives. Include a clear, concise statement of what the project will accomplish and the time frame required. State the purpose and organization of this project execution plan.]

[Enter Text]

### 1.2 Background and History

[Provide a brief history/background of the project identifying important chronological items/issues and key drivers. This section may be combined with the Introduction.]

[Enter Text]

### 1.3 Mission Need

[Summarize the mission need (project justification) and reference the Mission Need Statement or equivalent proposal document. Describe the project goals and how the project supports or relates to specific DOE strategic objectives and the relationship of this project to other projects or programs.]

[Enter Text]

### 1.4 Project Description

[Provide a summary-level description of the project, including (1) the Project Vision (i.e., Concept of Operations), (2) Major System Components, (3) Required Site Development, Permits and Licensing, (4) Technical, Functional, and Operational Requirements, (5) Key Performance Parameters, (6) Major Project Interfaces, and (7) Project Key Stakeholders. Provide summary information yet include sufficient detail to give the reader a good understanding of the entire project. Include supporting tables and figures to provide additional clarity. Define the technical meaning of project completion, and indicate at what point the Federal Project Director's responsibility ceases and an operating organization takes over. This section should describe only WHAT will be done, not HOW it will be done. Include references to other sections, appendices, or other documents for more detailed information as appropriate.]

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## 2. ACQUISITION STRATEGY

[Provide a summary-level description of the project’s Acquisition Strategy (e.g., design-build, design-bid-build, etc.) that is sufficiently detailed, in association with the proposed technical solution (i.e., project vision, components, requirements, etc.), to support development of the project scope (in particular the work breakdown structure). Provide reference to the more detailed and comprehensive Acquisition Strategy document.]

[Enter Text]

## 3. SCOPE, SCHEDULE AND COST (PERFORMANCE BASELINE)

[This section presents the scope, schedule and cost baselines for the project. These baselines are referred to as a “Performance Baseline” subsequent to CD-2. This section also presents life cycle costs for the project, which extend beyond the baseline timeframe (i.e., Total Project Cost) to include post-CD-4 ongoing operations.]

[Enter Text]

### 3.1 Scope

[The scope consists of the technical baseline and the approved work scope. This section describes these two elements.]

[Enter Text]

#### 3.1.1 Technical Baseline

[The technical baseline consists of the Concept of Operations; System Components; Technical, Functional and Operational Requirements; System Interfaces; Technical Specifications; Conceptual, Preliminary, Final and As-Built Designs; and System Key Performance Parameters. This section describes these items at the appropriate level of detail and refers to additional documents and/or appendices to this document if they are too numerous and/or voluminous to include here. Items included and their level of detail are also driven by the current phase of the project (e.g., conceptual design is included at CD-1 whereas preliminary, final and as-built designs are included later).]

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### 3.1.2 Work Scope

[The approved work scope consists of the Work Breakdown Structure (WBS) plus associated WBS descriptions. Include a figure showing the product-oriented WBS in hierarchical format in this section plus WBS descriptions (i.e., WBS dictionary) here or in an appendix.]

[Enter Text]

### 3.2 Schedule

[The schedule baseline consists of major milestones and deliverables and an activity-based schedule. This section describes these two elements.]

[Enter Text]

#### 3.2.1 Milestones and Deliverables

[List major milestones and deliverables in a table and include proposed completion dates. Where applicable, specify responsible party and how completion will be measured and/or attained.]

[Enter Text]

#### 3.2.2 Activity-Based Schedule

[Provide activity-based schedule showing critical path and activities with durations at a level of detail commensurate with the current phase of the project. From CD-2 onward, this schedule is to contain activities that are resource-loaded. Provide a high-level schedule in the body of the text and, as applicable, reference to other documents/systems and/or the appendix to this document for more detail.]

[Enter Text]

### 3.3 Cost

[The cost section includes (1) the cost baseline that addresses Total Project Cost, (2) the Funding Profile that will be requested to fund the Total Project Cost in year-of-expenditure dollars, and (3) the life cycle cost that shows both project and ensuing operations costs. The cost is shown by WBS element. As necessary, reference additional detail in other documents/systems or in the appendix to this document.]

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### 3.3.1 Cost Baseline

[Provide the cost baseline for Total Project Cost at a level of detail commensurate with the current phase of the project. At CD-1 the cost baseline is expressed as a preliminary cost range, and from CD-2 onward the cost baseline consists of a detailed cost estimate. The cost baseline is shown by WBS element in enough detail to show the commitment of each functional organization or performer. Costs should be shown to include identified contingency and management reserves. Costs should be shown time-phased in two tables, one in current year dollars and the other in year-of-expenditure dollars.]

[Enter Text]

### 3.3.2 Budget (Funding Profile)

[Present the funding profile in a table in year-of-expenditure dollars to support the project baseline. Include any assumptions, agreements and links to other budget documents. Data should be presented in a manner consistent with the WBS, but only at a level of detail necessary to support the budget process.]

[Enter Text]

### 3.3.3 Life Cycle Cost

[Present the life cycle costs of the project from initiation (including historical costs) through closeout and operations. Data should be organized by WBS and presented in a table in current year dollars (or year-of-expenditure dollars for projects with short timeframes).]

[Enter Text]

## 4. PROJECT ORGANIZATION AND RESOURCE REQUIREMENTS

[This section describes what resources, including personnel, equipment and materials, are required and when they are required. Depending on the complexity of the project, a separate Human Resources and Staffing Plan may be appropriate and should be referenced in another document and/or in the appendix to this document.]

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#### 4.1 Program Organization

[Describe the program organization structure, as applicable, in a figure presented in hierarchical format. Show how the Federal Project Director fits within this organization. Provide lines of authority, communication touch points, and significant interfaces. Include roles, responsibilities, authorities and accountabilities of the Federal Project Director.]

[Enter Text]

#### 4.2 Integrated Project Team

[Describe the Integrated Project Team in a table listing specific names, contact information, and their functional area of expertise. Provide lines of authority, communication touch points, and significant interfaces. Include roles, responsibilities, authorities and accountabilities of the Integrated Project Team.]

[Enter Text]

#### 4.3 Project Organization Structure

[Describe the project organization structure, to include Federal staffing, in a figure presented in hierarchical format. Provide lines of authority, communication touch points, and significant interfaces. Include roles, responsibilities, authorities and accountabilities of the Integrated Project Team.]

[Enter Text]

#### 4.4 Major Support Contracts and Staffing

[Describe major support contracts and staffing. Provide lines of authority, communication touch points, and significant interfaces. Include roles, responsibilities, authorities and accountabilities of contractor project managers, as appropriate.]

[Enter Text]

#### 4.5 Responsibility Assignment Matrix

[Include project Responsibility Assignment Matrix, which shows the project organization structure mapped against the WBS at the appropriate level to produce control accounts for project control and reporting purposes. Include in each control account the DOE Control Account Manager (CAM) plus CAMs for each major contractor.]

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#### **4.6 Personnel Training and Qualification**

[Specify training or qualification statements identifying what is required, when, and how the requirements will be met.]

[Enter Text]

### **5. COMMUNICATIONS/COMMUNITY OUTREACH**

[Describe communications and community outreach activities for the project. Depending on the complexity of the project, a separate Communications Management Plan may be required, and should be referenced here.]

[Enter Text]

#### **5.1 Communications**

[Define the lines of communication between team members within the project and between team members and outside stakeholders. This should include a method of communicating results, reviews, and project documentation.]

[Enter Text]

#### **5.2 Community Outreach**

[Describe community outreach activities engaged in by the project.]

[Enter Text]

### **6. RISK MANAGEMENT**

[Describe how risk will be managed on the project. Risk Management should include consideration of both risks and opportunities. Depending on the complexity of the project, a separate Risk Management Plan may be appropriate and should be included in the appendix and/or referenced here.]

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### 6.1 Risk Management Approach and Process

[Describe the approach and process used (i.e., qualitative and quantitative) to manage risk on the project. Qualitative risk management is an iterative process that focuses on identifying, analyzing, handling, and monitoring project risks. Quantitative risk management is part of the cost and schedule estimating process that employs tools such as Monte Carlo analysis to incorporate management reserve and contingency estimates into the Performance Baseline. Include methodology for control of contingency.]

[Enter Text]

### 6.2 Risk Management Team

[Describe the Risk Management Team (RMT), including the RMT Lead, in a table listing specific names, contact information, and their functional area of expertise. Provide lines of authority, communication touch points, and significant interfaces. Include roles, responsibilities, authorities and accountabilities of the RMT.]

[Enter Text]

### 6.3 Risk Register and Risk Reporting

[Describe the risk register and include it in an appendix to this document or in a separate document. The risk register should include items such as risk statement, risk owner, relevant WBS, risk severity, risk probability of occurrence, overall risk ranking, risk handling/response plan, contingency plan (used if risk occurs), etc. Also describe how risks from this register will be reported, to whom, and when.]

[Enter Text]

## 7. SYSTEMS ENGINEERING

[Describe how the systems engineering process will be implemented on the project. Depending on the complexity of the project, a separate Systems Engineering Plan may be appropriate and should be included in the appendix and/or referenced here.]

[Enter Text]

### 7.1 Engineering Strategy

[Describe the systems engineering plan for the project. This section should integrate the basic principles of the project – scope, schedule, budget, quality, risk, resources, communications and procurement.]

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## 7.2 Technology Development

[Discuss the technology development required for the project, and the overall technology strategy.]

[Enter Text]

## 7.3 Value Engineering and Value Management

[Describe the use of value engineering and value management as they are being applied to the project. Value management focuses on how required system functionality will be attained at the lowest possible life cycle cost.]

[Enter Text]

## 7.4 Alternatives/Trade-off Studies

[Summarize the project alternatives and tradeoffs analyses and the basis for the option chosen. Identify screening criteria and the associated logic.]

[Enter Text]

## 7.5 Design Validation and Verification

[Describe the project approach to validating the customer requirements set and verifying that the design meets the defined requirements. Identify planned design reviews, including critical design reviews and other reviews.]

[Enter Text]

# 8. PROJECT CONTROL AND REPORTING

[This section describes the project control and reporting function for the project. Specific templates for reporting should be included in the appendix to this document and/or referenced as appropriate.]

[Enter Text]

## 8.1 Budget Development Process

[Describe the process for providing project input, as appropriate, to the budget development process. Include the process for providing input to the corporate review budget, OMB budget, OMB passback, and President's budget.]

[Enter Text]

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## 8.2 Work Authorization Process

[Describe the contractor work authorization process and who can authorize work, approve purchase requisitions, and authorize specific charges.]

[Enter Text]

## 8.3 Management Reporting

[Describe the reporting process to include internal and external requirements. Include types, formats, content, distributions, frequencies of reporting, level of control, and review and approval requirements. Examples of items reported would include Key Performance Parameters, Near-Term Status (deliverable due/start/end dates, % complete, R-Y-G rating, and comments; recent accomplishments; risks/issues/corrective actions; and 90-day look-ahead), Earned Value information (Formats 1-5 per EVMS Implementation Guide), Critical Path Schedule, and Life Cycle Cost. Include sample templates in the appendix and/or other references as necessary.]

[Enter Text]

## 8.4 Management Reviews

[Describe the reporting process including internal and external requirements. Examples of reviews include (1) review and analysis of monthly contractor submissions and (2) quarterly project reviews. Include types, formats, content, distributions, frequencies of reporting, and review and approval requirements. Include sample templates in the appendix and/or other references as necessary.]

[Enter Text]

## 8.5 Change Control and Management

[Describe and/or reference the applicable trend and change management processes. Include threshold requirements for the baseline and life cycle cost (as appropriate). Provide the change control board charter (including board members), and the procedures to be followed.]

[Enter Text]

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## 9. QUALITY ASSURANCE

[Describe how the quality assurance function will be managed on the project. Depending on the complexity of the project, a separate Quality Assurance Plan may be appropriate.]

[Enter Text]

### 9.1 Quality Assurance

[Describe how quality assurance will be managed on the project. The tailored approach may require a separate Quality Assurance Plan for complex projects.]

[Enter Text]

### 9.2 Data

[Describe the required data quality objectives and processes used to manage project data.]

[Enter Text]

### 9.3 Work Processes

[Identify project-specific or task-specific plans, procedures or permits for technical or work processes, and when they will be needed.]

[Enter Text]

## 10. SAFEGUARDS AND SECURITY

[Describe how project assets will be protected. Describe any special safeguards and security requirements and documentation, including how the requirements will be met. Specify any special safeguards and security requirements from the standpoint of facility and operations management. Depending on the complexity of the project, a separate Safeguards and Security Management Plan may be appropriate.]

[Enter Text]

## 11. ENVIRONMENT, SAFETY AND HEALTH

[Describe how Environment, Safety and Health requirements will be implemented on the project.]

[Enter Text]

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## **11.1 Environmental and Waste Management**

[Describe how Environmental and Waste Management will be conducted on the project. Depending on the complexity of the project, a separate Environmental and Waste Management Plan may be appropriate.]

[Enter Text]

### **11.1.1 Environmental Management**

[Summarize the area environmental work control and describe any special requirements, documentation, or permits. Clearly state the hierarchy of environmental documents or requirements that apply to the project.]

[Enter Text]

### **11.1.2 Waste Management**

[Describe any secondary waste streams that will be generated by the project and describe any special requirements, documentation, or permits.]

[Enter Text]

## **11.2 Health and Safety**

[Describe the project's approach to Health and Safety. Depending on the complexity of the project, a separate Integrated Safety Management Plan may be appropriate.]

[Enter Text]

### **11.2.1 Health and Safety (General)**

[Summarize the area work control and health and safety requirements and describe any special requirements, documentation, or permits. Clearly state the hierarchy of safety documents or requirements that apply to the project.]

[Enter Text]

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### 11.2.2 Nuclear Safety and Radiological Controls

[Identify if work will be performed in a nuclear facility (LIST-18303), or if radiological materials (LIST-18306) will be used. Describe the amounts of materials to be used, and specifically how they will be used during the course of the project. Also include discussion of and/or reference to Security Vulnerability Assessment and Hazards Analysis documentation.]

[Enter Text]

## 12. PROCUREMENT

[Describe the project's approach to the supply chain management and procurement process. Depending on the complexity of the project, a separate Procurement Management Plan may be appropriate.]

[Enter Text]

### 12.1 Planned Major Procurements

[Describe planned major procurements noted in the Acquisition Strategy and how they will be handled from a process standpoint. Include long-lead procurements, if any.]

[Enter Text]

### 12.2 Contract Management

[Describe specific contracting management approach for the project, identifying any critical requirements that must be met.]

[Enter Text]

### 12.3 Subcontract Management

[Describe the specific subcontract management approach for the project, identifying any critical requirements that must be met.]

[Enter Text]

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#### **12.4 Small Business Management**

[When applicable, describe the specific (sub)contract management approach for small businesses on the project, identifying any critical requirements that must be met.]

[Enter Text]

### **13. CONSTRUCTION/FIELD WORK**

[When applicable and appropriate, describe construction and field work that will be required by the project, and describe required procedures, permits, and work plans. Include, as necessary, further detailing of site development and permits discussed in the Overview. Also include discussion of and/or reference to Sustainable Building documentation.]

[Enter Text]

### **14. CORPORATE AND LEGAL SENSITIVITIES**

[When applicable and appropriate, list any corporate or legal issues that may be of a sensitive nature that could present themselves during the course of the project.]

[Enter Text]

### **15. TRANSITION PLAN**

[When applicable, describe any transition activities that may need to occur if changing contractors during the course of the project.]

[Enter Text]

### **16. OPERATIONS READINESS/PROJECT CLOSEOUT**

[Describe operations readiness and closeout activities for the project. Depending on the complexity of the project, a separate Operational Readiness Plan may be appropriate.]

[Enter Text]

#### **16.1 Operations Readiness and Closeout Activities**

[Describe the operations readiness and closeout activities associated with the project. These activities may include verification, inspection, testing, test evaluation, training, turnover and startup.]

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## 16.2 Administrative Closeout

[Describe administrative closeout activities that may be associated with the project, including project archives, contract and project closure, and lessons learned.]

[Enter Text]

## 17. RECORDS AND CONFIGURATION MANAGEMENT

[Depending on the complexity of the project, a separate Records and Configuration Management Plan may be appropriate.]

[Enter Text]

### 17.1 Records Management

[Describe how records will be classified and managed in accordance with governing policies and procedures.]

[Enter Text]

### 17.2 Configuration Control

[Describe how the configuration will be managed in accordance with governing configuration control procedures and processes.]

[Enter Text]

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## 18. REFERENCES AND APPENDICES

[Provide listings of references and appendices]

[Enter Text]

### 18.1 References

[List references used to prepare this Project Execution Plan]

1.

### 18.2 Appendices

[List appendices included in this Project Execution Plan]

Appendix [X]	[Title XXX]
Appendix [X]	[Title XXX]
Appendix [X]	[Title XXX]

Appendix [X]	Definitions
Appendix [X]	Acronyms
Appendix [X]	Revision Log

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**APPENDIX [X] - DEFINITIONS**

**Term**

**Definition**

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**APPENDIX [X] – ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
DOE	U.S. Department of Energy

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**APPENDIX [X] – REVISION LOG**

<b><u>Revision Number</u></b>	<b><u>Effective Date</u></b>	<b><u>Affected Pages</u></b>	<b><u>Description of Change</u></b>
0	[mm/dd/yyyy]	All	Initial issue (Preliminary Project Execution Plan)