**Note:** This Project Description Products/Deliverables and Work Breakdown Structure on this template should be modified to accommodate the planned project.

**Project Description**

**General Information**

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| **Project Name** | **Entity in Charge** | **Contact Person** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Author** | **Date** | **Organization Name** |
|  |  |  |
| **Phone Number** | **E-Mail** |
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| **General Project Description** |
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| **Occupational Classification System(s) numbers: SOC; RAIPS; CIP.** |
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| **SME Statement of Work -** duties and responsibilities, specific work, deliverables, and estimate of time involved. |
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| --- | --- | --- | --- |
| ***Products-Deliverables******(To be listed and numbered as project framework requires)*** | ***Work Breakdown Structure (WBS)*** ***(Activities, Task, or Sub-Task)*** | ***Start******Date*** | ***End******Date*** |
| 1.1  | 1.1.1 |  |  |
|  | 1.1.2 |  |  |
|  | 1.1.3 |  |  |
| 1.2 | 1.2.1 |  |  |
|  | 1.2.2 |  |  |
| 2.1 | 2.1.1 |  |  |
|  | 2.1.2 |  |  |

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| --- |
| **Business Terms / Conditions** |
|  |

The process for vetting SMEs should include the following qualifications:

* Education and training appropriate for SME to be considered at a high level of expertise for the job or task.
* Possess competent interpersonal skills, and be a capable team member.
* Hold industry-recognized degrees, credentials, and certification(s) in the area of expertise.
* Have a minimum 8 years industry experience at a journeyworker level.
* Have a minimum 5 years industry experience at a journeyworker level, directly related to the subject-matter being developed.
* Have a minimum 5 years recency of experience directly related to the subject-matter being developed.
* Be capable of contributing core content and material for item writing.
* Be able to review and utilize source materials, standards, reference items, and supplemental resources.
* Be capable of contributing core content, material, and/or assessments for industry standards.
* Be capable of effectively communicating and helping organize academic and technical knowledge in a format that is conducive to curriculum production and training.
* Have the time necessary to meet the commitment required. Meet all agreed-upon turnaround times for deliverables and deliverable reviews.