

General Guidance

- Presentation location, time, and duration shall be verified using the Agenda (coming soon).
- Presentations should focus on the identified Project only; avoid slides on CCUS policy or general topics such as global warming and climate change.
- Presentations should NOT include material considered proprietary, sensitive, restricted, protected, or for Official Use Only.
- Total presentation length is limited to 25 minutes; presenter should reserve at least 3 minutes for Q&A.
- Presenters shall send a draft copy of their presentation to their Federal Project Manager at least one week prior to the presentation submittal deadline.

Key Information to Include in Presentation

The information listed below shall be integrated into the project presentation (if applicable), focusing on project status and project accomplishments to date. The presenter may use their own presentation template.

Information does not need to be grouped or presented in the order listed below. Presenters may also add additional content not listed below if it is relevant and important to the project.

- Project Overview
 - Key Project participants
 - Project objectives
 - Project performance dates
 - Funding summary
- Project Background
 - Brief Project history
 - Project location(s)
 - Importance of project towards advancing DOE Program Goals
- Technical Approach/Project Scope
 - High-level Project execution plan
 - Project schedule summary including key milestones
 - Project success criteria/ expected outcomes
 - Summary of high probability and/or high impact project risks, with mitigation strategies
- Current Status of Project and Accomplishments (Focus of the presentation)
 - Status of project objectives and tasks
 - Summary of significant accomplishments / key findings and their impact
 - Summary of significant challenges and mitigations
- Summary of Community Benefits and Impacts (if applicable*)
 - Summarize Community Engagement efforts planned or undertaken as part of the project
 - Summarize progress towards SMART milestones for Community Engagement
- Summary of Lessons Learned to date
- Next Steps

**This section is only applicable to projects that have a Community Benefits Plan as part of the Award/ Statement of Project Objectives.*