



EXHIBIT A - MILESTONES/PAYMENT - SYNCHRONIZATION MATRIX WORKSHOP

TASKS	MILESTONES	PERCENTAGE OF LUMP SUM PRICE
<u>Task 1:</u> Project Management <ul style="list-style-type: none"> • Biweekly calls • Monthly reports • Periodic budget reviews • Design and Deliver combined Concept and Objectives (C&O) and Initial Planning Meeting(IPM) • Send C&O/IPM meeting invite • Develop C&O/IPM agenda • Develop C&O/IPM presentation • Facilitate C&O/IPM meeting • Develop C&O/IPM meeting summary 	MILESTONE #1	40%
<u>Task 2:</u> Exercise Deliverable Development (<u>Operations Synchronization Matrix Workshop Development</u>) <ul style="list-style-type: none"> • Develop draft and final HSEEP documentation listed in Section 3.5 - Scope of Services. 	MILESTONE #2	20%
<u>Task 3:</u> Delivery / Conduct Synchronization Matrix Workshop	MILESTONE #3	20%
<u>Task 4:</u> Design and Delivery of the After-Action Meeting <ul style="list-style-type: none"> • Develop draft AAR (After Action Report) that includes but is not limited to all of the objectives stated in Section 3.5.11 and 3.5.12 • Meeting After-Action Meeting (AAM) invite • Meeting AAM agenda • Develop AAM presentation • Facilitate AAM • Finalize AAR 	MILESTONE #4	20%