

## DATA ITEM DESCRIPTION

**Title:** Progress Report (Studies)

**Number:** DI-ADMN-81313A

**Approval Date:** 08 NOV 2006

**AMSC Number:** 7630

**Limitation:** N/A

**DTIC Applicable:** N/A

**GIDEP Applicable:** None

**Office of Primary Responsibility:** NS/DA3

**Applicable Forms:** N/A

### Use/relationship:

To summarize the status of studies conducted by the contractor during the reporting Period.

This Data Item Description (DID) contains the format and content preparation instructions for the data resulting from the work task described by MIL-STD-847.

This DID can be used in conjunction with DI-FNCL-80331A, DI-MGMT-80507B.

This DID supersede DI-ADMN-81313.

### Requirements:

1. Reference documents: The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as cited in the current issue of the DODISS at the time of the solicitation; for non DODISS-listed documents, as stated herein.
2. Format: The report shall be prepared as follows:
  - 2.1 It shall be typewritten or otherwise duplicated in non-fading ink on 8 ½ x 11” paper.
3. Content: The report shall include:
  - 3.1 The work accomplished on the project during the reporting period, including theoretical studies conducted, results of these studies, and how they apply to the project. This discussion shall be broken down by functional component in the same manner as is done on program charts or other reports required.
  - 3.2 A summary of the status of the project including statement(s) as to whether the work is on schedule and if not, efforts planned to meet the schedule.
  - 3.3 Other information which may cause a significant change in the work schedule.
  - 3.4 Graphs, drawings, photographs, and other graphic material showing results/status

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of the study for the period of time covered by the report.

3.5 Recommendations and proposals.

3.6 Summary of future plans of the project.

4. END OF DI-ADMN-81313A