

DATA ITEM DESCRIPTION

Title: CONTRACTOR'S PROGRESS AND STATUS REPORT

Number: DI-MGMT-81928

Approval Date: 20130701

AMSC Number: N9391

Limitation: N/A

DTIC Applicable: N/A

GIDEP Applicable: N/A

Office of Primary Responsibility: SH/PEO IWS F

Applicable Forms: N/A

Use/Relationship: Contractor's Progress, Status and Management Report provides the progress of work and the status of the Program and assigned task, report cost and informs management of existing or potential problem areas.

This Data Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

Requirements:

1. Format. The Contractor's Progress and Status Report shall be in format similar to that of Figures 1, 2 and 3 of this DID.

2. Content. The report shall contain a cover sheet identifying the following:

- a. Title of the Report
- b. Contractor's name and address
- c. Contract Number
- d. Date of report and period by the report
- e. Data Item Number listed on the CDRL DD FORM 1423-1

2.1. Results positive or negative obtained related to previously identified problem areas, with conclusions and recommendations shall be identified.

2.2. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestones shall be included.

2.3. Problem areas affecting cost elements, technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract shall also include the following items:

- a. Funding Issues
 - (1) Shortfalls
 - (2) Overfunding
- b. Task Area Issues

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2.4. The report shall contain cost curves showing actual projected conditions throughout the contract and any cost incurred for the reporting period and total contractual expenditures as of the reporting date.

2.5. The report shall contain Man-hours expended for the reporting period and cumulatively for the contract for the following areas:

- a. Trip(s) outside the local area, site visited and purpose.
- b. Contract schedule status.
- c. Plans for activities during the following reporting period.
- d. Name and telephone number of signer of the report.
- e. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

2.6 The report shall contain all of the information specified in Figure 3, and shall identify Employee movement, color coded/highlighted in comments column.

2.7. The report shall contain also all of the information specified in Figures 1, 2, and 3.

2.8. The report shall identify the following:

- a. Title i.e.: Professional Support Services for the Program Executive Office (PEO)
Integrated Warfare System (IWS)
- b. Contract Number
- c. Latest Contract Modification (# and Date)
- d. Period of Performance
- e. Reporting Period
- f. Contractor's POC
- g. Government PM
- h. Government COR

2.5 Financial/Labor Data. The report shall contain all of the information contained to Figure 1 including:

- a. Contract Value
- b. Funded to date
- c. Cost of work performed during period (period to be defined as CY)
- d. Planned travel for the upcoming Calendar Month to include location, number of contractor personnel and purpose.
- e. Actual: Monthly Hours Burned by each contractor/employee
- f. Invoice Date/Amount/Number

3. End of DI-MGMT-81928.

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FINANCIAL/LABOR HOUR DATA BY TASK- FIGURE 1
WORK COMPLETED BY TASK

[illegible]

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WORK COMPLETED BY CLIN/SLIN - FIGURE 2

<u>CLIN/SLIN</u>	<u>ACRN</u>	<u>PR Number</u>	<u>Ref Doc/ACRN</u>	<u>MOD</u>	<u>Appropriation</u>	<u>Subhead</u>	<u>OBJ</u>	<u>PARM</u>	<u>RFM</u>	<u>AAA</u>	<u>IT</u>	<u>PPA</u>	<u>Project Unit</u>	<u>Funded</u>	<u>Expended</u>	<u>Balance</u>
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Totals														\$	\$	\$
																\$
Totals														\$	\$	\$
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Totals														\$	\$	\$
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Grand Totals														\$	\$	\$

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STAFFING PLAN - FIGURE 3

NAME/EMPLOYEE	LABOR CATEGORY	TASK AREA SUPPORTED	CONTRACTOR / SUBCONTRACTOR	COMPANY NAME	GOVERNMENT SITE	FTE HOURS	COMMENT
Task 1 -							
Task 2 -							
Task3 -IWS Technical - Provide Support to PEO IWS Advanced Technology							