

DATA ITEM DESCRIPTION

Title: Project Status Report

Number: FPRI-085

Approval Date: 20031201

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-OE-CX

Applicable Forms:

Use/Relationship: The Project Status Report will be used to provide a summary of performance, and exposure data for project management purposes. This Data Item Description (DID) contains instructions for preparing the Project Status Report on an individual Task Order basis. Specific data from this report will be collected and reported on a contract basis once per month in accordance with DID FPRI-080 and included in the Site Specific Final Report.

Requirements:

1. The Project Status Report shall be prepared in accordance with this DID, unless otherwise specified in individual Task Orders. The reports shall be submitted on 8.5 x 11 inch plain bond paper or corporate letterhead. The Project Status Report shall be submitted monthly when the contractor is not performing field work and weekly when the contractor is conducting field work. Reports for each previous week are due by facsimile or E-mail on the first working day of each week. The report shall be signed by the Project Manager and shall consist of the following:

1.1 General.

- a. Contract number, Task Order number, project location and ending date of report.
- b. Brief description of project scope and methodology/equipment used for detection of Munitions and Explosives of Concern (MEC) or Munitions Constituents (MC) (e.g., Sub-surface removal of 35 acres using 52Cx magnetometers).
- c. Name of contractor's key personnel as mentioned in Section C of the Basic Contract (Project Manager, Senior UXO Supervisor, UXO Safety Officer, UXO Quality Control Specialist, Project Geophysicist and Senior Contracts Manager).
- d. Name of government OE Safety Specialist on site.

1.2 Schedule/Progress Data.

- a. Progress. Indicate level of project completion using the format provided in Attachment A.
- b. Schedule. Include a project schedule prepared in MS Project or similar software. Indicate changes from baseline schedule and explain deviations.

1.3 Discussion of Issues Relating to Work Progress.

- a.. List/status of pertinent correspondence related to the project.
- b. List/status of deliverables and dates submitted.
- c. Discussion of any issues that impact completion of project on schedule.

1.4 Field Information. The following will be included in the project status report and provided weekly when the contractor is conducting field operations:

- a. Statistical Data. Required statistical data concerning field operations is presented in Attachment A. If certain field are not applicable, this will be indicated in the appropriate space. Statistical data will be reported using the format provided in Attachment A.

b. Significant Comments. Include comments relating to type of MEC or MC located, location of teams by grid/transect numbers, presence of visitors or other contractors, shipments of MEC or MC, and demolitions.

c. Detailed listing of UXO and DMM. Provide a list of UXO and DMM located during the week by grid/transect, its location (coordinates), depth, and orientation, and its disposition. Complete nomenclature, including model number (if known), of each item should be included.

d. Results of daily safety inspections.

e. Description of operations planned for the following week.

1.5 Exposure Data.

a. Hours worked in direct support of the contract (by all personnel) during the reported month/week and cumulative for the project. (Do not report hours expended on corporate personnel issues, payroll, etc.) Do report hours expended by subcontract personnel in direct support of the Task Order.

b. Number of lost workday accidents, during the reported month/week and cumulative for the project.

c. Number of lost workdays due to on-the-job accidents during the reported month/week and cumulative for the project.

d. Number of property damage accidents (includes vehicles) in which property loss value is \$2,000 or more, during the reported week and cumulative for the project.

2. End of DID FPRI-085.

Attachment A

Table 1

Table 2

TABLE 2

Total number of Grids in Project		For the Week of:		Project Cumulative	% of Project Cumulative
Number of Grids Cleared					
Number of Grids Passing QC					
Number of Grids Failing QC					
Number of Grids Passing QA					
Number of Grids Failing QA					
Number of UXO Recovered					
Number of DMM (Discarded Military Munition)					
Amount or Quantity of MC					
Amount of Munitions Debris (lbs)					
Amount of Range Related Debris (lbs)					
Amount of other Scrap (lbs)					

EXAMPLES (Table 2)

Total number of Grids in Project	347	For the Week of:		7-Jan-04	Project	% of Project Cumulative
					Cumulative	
Number of Grids Cleared				20	20	5.76%
Number of Grids Passing QC				10	10	2.88%
Number of Grids Failing QC				3	3	0.86%
Number of Grids Passing QA				9	9	2.59%
Number of Grids Failing QA				1	1	0.29%
Number of UXO Recovered				24	24	
Number of DMM (Discarded Military Munition)				57	57	
Amount or Quantity of MC					0	
Amount of Munitions Debris (lbs)				61	61	
Amount of Range Related Debris (lbs)				311	311	
Amount of other Scrap (lbs)				127	127	

Total number of Grids in Project	347	For the Week of:		14-Jan-04	Project	% of Project Cumulative
					Cumulative	
Number of Grids Cleared				14	34	9.80%
Number of Grids Passing QC				9	19	5.48%
Number of Grids Failing QC				2	5	1.44%
Number of Grids Passing QA				9	18	5.19%
Number of Grids Failing QA				0	1	0.29%
Number of UXO Recovered				11	35	
Number of DMM (Discarded Military Munition)				23	80	
Amount or Quantity of MC				0	0	
Amount of Munitions Debris (lbs)				34	95	
Amount of Range Related Debris (lbs)				145	456	
Amount of other Scrap (lbs)				91	218	