

DATA ITEM DESCRIPTION

Title: Project Status Report

Number: MR-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 cost, 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 MR-080.

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 other munitions (e.g., Sub-surface removal of 35 acres using 52Cx magnetometers).
- c. Name of contractor's Project Manager, Senior UXO Supervisor, UXO Safety Officer, and UXO Quality Control Specialist.
- d. Name of government OE Safety Specialist on site.

1.2 Cost/Schedule/Progress Data.

- a. Costs (for cost-type contracts/Task Orders only). In spreadsheet format, indicate total hours and funds authorized by contract line item number (CLIN). Separate labor, materials, and travel. Indicate the Task Order modification number (if applicable) under which the funds are authorized. For each CLIN, show the current month/week and cumulative expenditures in both dollars and hours (for labor). Indicate balance, and percentage of total remaining for hours and dollars. Expenditures shall be reported as accrued/incurred, and do not necessarily have to be paid. Notes shall be used to explain pertinent facts that are not apparent within the spreadsheet.
- b. Progress (for all type contracts/Task Orders). By tasks or sub-tasks, if appropriate, indicate level of completion. Include supporting data (e.g., number of grids investigated/cleared, actual versus planned).
- c. Include a graph that depicts a cumulative summary by month of the percentage of costs budgeted, the percentage of costs expended, and the percentage of work completed.
- d. Schedule (for all type contracts/Task Orders). 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 Project Expenditures and Work Progress.

- a. Notice of 85% of expended funds, or other percentage expended, as required by contract clauses.

DID MR-085

- b. Discussion of ability to complete the project within funds currently authorized.
- c. List/status of pertinent correspondence related to the project.
- d. List/status of deliverables and dates submitted.
- e. Discussion of any issue that impacts completion of project on schedule and within budget.

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. Total number of grids/transects in project, number of grids/transects cleared or sampled during week and to date, percent of project completed, number of grids/transects passing quality control (QC) checks during week and to date, number of grids/transects failing QC during week and to date, date grid/transect passed QC, number of grids/transects passing quality assurance (QA) checks during week and to date, number of grids/transects failing QA during week and to date, date grid/transect passed QA, list of specific grids/transects passing QA for the week, number of hours spent re-working grids/transects failing QC or QA, number of digs during week and to date, number of live MEC or other munitions located during week and to date, number of inert ordnance items recovered during week and to date, number of small arms recovered during week and to date, and pounds of munitions debris, range-related debris (as appropriate), and other scrap removed during week and to date.
- b. Significant Comments. Include comments relating to type of MEC or other munitions located, location of teams by grid/transect numbers, presence of visitors or other contractors, shipments of MEC or other munitions, and demolitions.
- c. Detailed listing of MEC or other munitions. Provide a list of MEC or other munitions located during the week by grid/transect, its location (coordinates), depth, and orientation, and its disposition. Include a summary of all MEC or other munitions recovered to date by ordnance type.
- d. Results of daily safety inspections.
- e. Description of operations planned for the following week.
- f. Summary of Vehicles and Equipment. (To be provided on cost-type Task Orders or when Government Furnished Equipment (GFE) is used). List vehicles by type, source of rental or lease, unit cost, VIN number, ending mileage and team to which assigned. List gallons of gasoline used during week and to date. List major equipment on site and indicate its source.
- g. Demolition Materials Accounting. (To be provided on cost-type Task Orders or when GFE is used). Provide a list of demolition materials received since the project began and a tabulation of materials used on a weekly basis. Indicate the balance on hand at the end of the reporting period.
- h. Personnel on Site (To be provided on cost-type Task Orders). List each contract person on site by name, position, and workday. List employee absences and associated explanations. Summarize workers and total number of man-hours expended during week by job category.

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.

DID MR-085

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 MR-085.