**[Company Name and address [option use of company letter head]}**

**Topic Title:**

**Status Report#: (e.g. Status Report 1, Month 1) Reporting Period: DD MMM YY to DD MMM YY**

**Contract Information: Controlling Office**

Topic Number: Naval Sea System Command

Contract Number: ATTN: Mr Dean R Putnam, SEA05T1R

Phase: 1333 Isaac Hull Ave SE

Status Report Number: Washington Navy Yard, DC 20376

Period of Performance:

**Principal Investigator: Government Subject Matter Expert:**

Name: Name:

Phone: Phone:

Email: Email:

**PEO/ Directorate Technology Manager: Prepared By:**

Name: Name:

Phone: Phone:

Email: Email:

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1. **Project Objective**

Provide a 2-3 Sentence summary of the project objectives including the technology and intended Navy Use.

1. **Technical Status**

Provide a status of the technology development over the course of the reporting period. This section should be the bulk of the status report comprising no more than 5 pages and include any relevant information to the projects technical status.

2.1 Work Summary

Provide a summary of work planned and accomplished during current reporting period. Summarize any relevant technical progress against the objectives in the SOW. Summarize any technical data to support the discussion. An example of relevant information may be a new prototype drawing or data from experimental runs. Include any figures (tables, graphs, etc.) necessary to document the technical status for this reporting period.

2.2 Technical Issue

Identify and provide a status on any technical issues and the status of mitigation efforts.

1. **Schedule Status**

3.1 Milestone Schedule

Include an up to date Milestone Gantt Chart with a project baseline (with two vertical lines that identify the beginning and end of the reporting period) and a brief discussion on progress for each task during current reporting period. Each task that was scheduled to be performed (per project baseline) and/or was performed during the reporting period should be included even if there is no progress to report.

3.2 Near-term milestone(s): Identify next near-term project milestone(s), and anticipated government participation. Identify and provide status on any schedule issue or risks.

1. **Status of Funding**

4.1 Expenditures

Provide an expenditure chart (chart below) and a brief discussion of funding status. Include discussion on any major changes during the reporting period (i.e. a large material purchase or sub contracts).

4.2 Identify and discuss any cost issues or risks

1. **Transition status**

5.1 Provide a status on the technology transition strategy. Include any discussions or transition interest from Navy Programs of Record.

1. **Risks**

Complete the risk matrix below. Include all project risks including technical, cost, schedule, and transition risks. Risks should be given a ranking of 1-5 for severity of consequences (i.e. the relative impact should the risk event occur) and likelihood of the occurrence of the risk (rating of 1 least sever/unlikely to occur, rating of 5 catastrophic consequence/highly likely to occur.) Refer to the Risk Management Guide for DOD Acquisition (<http://www.dau.mil/pubs/gdbks/docs/RMG%206Ed%20Aug06.pdf>), Section 4 Risk Analysis For information on determining the severity and likelihood of a give risk.

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| Identify Risk | Severity of Consequence (1-5) | Likelihood of occurrence (1-5) | Mitigation Strategy |
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