

## DATA ITEM DESCRIPTION

**Title:** Program Progress Report

**Number:** DI-MGMT-80555A

**AMSC Number:** 7640

**DTIC Applicable:** No

**Office of Primary Responsibility:** NS/DA02

**Applicable Forms:** N/A

**Approval Date:** 14 Nov 2006

**Limitation:** N/A

**GIDEP Applicable:** No

**Use/relationship:** The Program Progress Report provides the Government with the means to evaluate and monitor the progress made by the contractor of tasks in accomplishing the goals established for the program.

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

This DID is applicable when the monitoring for the progress of a program is required.

This DID supersedes DI-MGMT-80555.

### Requirements:

1. Reference documents. None.
2. Format. The Program Progress Report shall be in contractor's format.
  - 2.1 Title page. The title page shall contain the following:
    - 2.1.1 Title. The title shall identify the subject of the report, program name, or task.
    - 2.1.2 Name of contractor. The name of the contractor preparing the report.
    - 2.1.3 Contract number. The procurement instrument identification number.
    - 2.1.4 Key person. The individual assigned to the task or who produced the report.
    - 2.1.5 Reporting period. The dates the reporting period begins and ends.
  - 2.2 Paper size. The report shall be on 8 ½ x 11 inch or metric size A4 paper and typewritten of otherwise duplicated on nonfading ink.

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3. Contents. The report shall contain the following:

3.1 Work summary. A brief summary of work performed during the reporting period providing positive or negative comments.

3.2 Schedule. A statement as to whether task or program is on schedule and if not, efforts planned to meet schedule shall be explained.

3.3 Studies. Discussion of all studies conducted during the reporting period and the results.

3.4 Experimental work/test procedures. An explanation of experimental work accomplished, description of test procedures applied (cite applicable military specification, paragraph number and test parameters), results of test and conclusions determined.

3.5 Designs. A description and illustration of all designs produced, along with required changes made to a previous design and a brief statement of any problems encountered.

3.6 Test equipment. Description, nomenclature and serial number of all test equipment used on the project including appropriate schematic or block diagrams.

3.6.1 List the serial number of all equipment(s) subjected to the testing.

3.6.2 Provide a brief description of all special test equipment designed or constructed for use on the project including appropriate schematic or block diagrams.

3.7 Test performed. Identification and description of all test (s) performed (cite applicable military specification, paragraph number, and test parameters).

3.7.1 Provide control settings of the test sample.

3.7.2 Resolutions of measurement equipment and range of input signals.

3.8 Failures. A brief explanation of any failures associated with test and appropriate photographs, sketches, etc. to show failures, their causes or other unusual conditions.

3.9 Difficulties/problems. Describe any difficulties or problems encountered or which previously existed which could alter the progression of work along with recommendations of resolution.

3.10 Plan. Steps followed during execution of tasks.

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3.11 Completion dates. Projected completion dates for each task.

3.12 Percentage. Percentage of task completed to date and percentage of allocated funds expended on tasks.

3.13 Additional information. Other information which may cause a significant change in the work schedule.

4. END OF DI-MGMT-80555A