

JSC DATA REQUIREMENTS DESCRIPTION (DRD)
(Based on JSC – STD – 123)

1. DRD Title Monthly Progress Reports	2. Version 09/25/2013	3. DRL No. 09	4. RFP/Contract No. NNJ13470997R/ NNJ14HA03B
5. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) To gather data and information to be used in the oversight and management of the contract. To track the contractor's progress on tasks and identify potential problems/risks (technical, cost, schedule, etc.).			6. DRD Category <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> S&MA
6. References		8. Interrelationships (<i>e.g. with other DRDs</i>)	

A. SCOPE:

The contractor shall submit monthly progress reports.

B. CONTENT:

At a minimum, the report shall provide a general technical overview of accomplished tasks completed during the report month, the planned tasks to be accomplished in the following month, and, if any, issues and mitigation plans. Examples of issues may include technical, costs, or schedule risks. The report shall include a separate section for each task order.

C. FORMAT:

Contractor's format is acceptable. The report shall be delivered in native format and be compatible with JSC standard software loads.

D. MAINTENANCE:

Revisions to this DRD shall be incorporated by change page or complete reissue.

E. SUBMISSION AND DISTRIBUTION:

Submission and distribution shall be in accordance with Attachment J-01, Data Requirements List.