

Monthly Status Report

Contractor: (Mentor Name)
Contractor Address: (Mentor Address)
Contract Number: HM0xxx
Task No: (Optional)
Task Title: Mentor-Protégé to (Protégé Name)
Task Period of Performance: XX/XX/2015 – XX/XX/2018
Date of Report: (Dates of Service)
Project Manager:
Report Prepared By:

1. Issues or Concerns

a. Milestone Deviations (+/- 10% okay)

b. Funding Concerns

— Address underruns

c. Management Concerns (Technical & Schedule)

—

2. Results Obtained Relating to Previously Identified Issues or Concerns

—

3. Progress Made

-
-
-
-

4. Extent of Travel (Identify Individuals & Results Achieved)

—

5. Extent of Subcontracting and Results Achieved

—

6. Status of Deliverables:

— Ex. Kickoff meeting slides were delivered to NGA on 1 Oct 2014.