*<Month Year>*

Monthly Technical Status Report

Subcontract Name: *<Subcontract Name>*

Subcontract Subproject(s): *<Subproject 1, Subproject 2, etc.>*

Subcontract #: *<Subcontract Number>*

Subcontractor: *<Subcontractor Name>*

Submitted By: *<Submitter Name>*

Date Submitted: *<Date Submitted>*

# 

# Project Background/Objectives

[Provide brief description of the project background and objectives and any corresponding subproject.]

To be provided.

# Technical Overview

[Provide brief overview of the technical aspects of the project (e.g. release information, software used].

To be provided.

# Personnel Roster

[List of all team members supporting the project and their role. List all subprojects supported by the team member.]

Below is a list of team members supporting each subproject.

| **Subproject(s)** | **Name** | **Title / Role** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# Current Technical Status

## Description of Technical Status

[Provide a description of the technical status for the month. If the project consists of several subprojects, provide the technical status for each subproject.]

To be provided.

## Completed Activities

[Provide a description of the activities completed for the month. If the project consists of several subprojects, list the activities for each subproject.]

Below is a list of activities completed this month for each subproject.

| **Subproject(s)** | **Activity** | **Description** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# Next Month Plans

## Description of Plans

[Provide a description of the plans for next month. If the project consists of several subprojects, describe the plans for each subproject.]

To be provided.

## Planned Activities

[Provide a description of the activities planned for next month. If the project consists of several subprojects, list the activities for each subproject.]

Below is a list of activities planned for next month for each subproject.

| **Subproject(s)** | **Activity** | **Description** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# Schedule management

## Milestones

[Identify the key milestones for the project and each subproject.]

| **Subproject(s)** | **Milestone** | **Delivery Date** | **Status** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## dependencies

[Identify the external dependencies for the project and each subproject.]

| **Subproject(s)** | **Dependency** | **Date** | **Status** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## deliverables

[Identify the deliverables for the project and each subproject.]

| **Subproject(s)** | **Deliverable Name** | **Deliverable Location** | **Due Date** | **Date Updated** | **Status** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Communications Management

[List all meetings attended during the month for the project and each subproject.]

Below is a list of meetings attended this month for each subproject.

| **Subproject(s)** | **Topic** | **Date** | **Project Attendees / Link (Optional)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Issue Management

[List all issues and actions for the project and each subproject.]

| **ID** | **Subproject(s)** | **Description** | **Owner** | **Actions** | **Priority (H, M, L)** | **Status (Open, Closed)** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

# Risk Management

[List all risks and mitigation for the project and each subproject.]

| **ID** | **Subproject(s)** | **Description** | **Owner** | **Potential Impact (H, M, L)** | **Mitigation/ Status** | **Priority (H, M, L)** | **Status (Open, Closed)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |