**Project Name**

**Company Name**

**Monthly Technical Report for Month, Year**

Reporting period: 05 Jul 2012 – 04 Aug 2012

Date of Report: 10 Aug 2012

Project Title:

Contract Number:

Program Manager: Dr. Richard Dean, DARPA I2O

Submitted by:

[PI Name]

[PI Address]

Telephone:

Fax:

E-mail:

**Distribution List**

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etc.

**Unclassified - For Official Use Only**

# Project Name - Project Progress

**1. Expected Progress This Month**

Narrative of intended developments, actions, tests, corrective actions, etc. This should be the same as previous month’s Plans for Next Month.

**2. Accomplishments This Month**

Narrative of accomplishments and problems encountered. This nominally should run one to two pages. Note deviations from expected progress.

**3. Deliverables Submitted**

List of deliverables including name of deliverable, CDRL number, and date of submission. Otherwise, “N/A” or “None”.

**4. Publications Made**

List of publications including title of publication, event name or journal name and volume number as applicable, and date of event or publication. Otherwise, “N/A” or “None”.

**5. Meetings**

List of significant meetings held and dates (periodic management and coordination meetings can be summarized as “Weekly architecture teleconferences with TA1 performers”, etc.). For meetings where travel was involved (such as PI Meetings or site visits), list the attendees including subcontractors.

**6. Issues or Concerns**

Technical, administrative, contractual and financial, if any. Otherwise, “N/A” or “None”.

**7. Plans for Next Month:**

Narrative of upcoming developments, actions, tests, corrective actions, etc.

**8. Financial Summary**

See Tom Maddern’s template.