

Attachment 3 — Milestone 1 and Milestone 2 Report Template

(Milestone report templates are subject to modification by Canada)

Note: Contractor to fill sections identified with the word “*Input*” throughout Attachment 3.

Proposal Number:		Proposal Title:	<i>From SOW</i>
PWGSC Contract Number:		Report Date:	<i>Input</i>

Milestone 1 Report

Work Plan and Deliverable Performance								
Work Activities (based on SOW)					*Actual Work Activities			Progress Comments
Tasks	Start Date (dd mm yyyy)	End Date (dd mm yyyy)	Description of Deliverable	Deliverable Due Date (dd mm yyyy)	Start Date (dd mm yyyy)	End Date (dd mm yyyy)	Deliverable Due Date (dd mm yyyy)	
<i>Input</i> (Task 1 Description from SOW)	<i>Input</i> (From SOW)	<i>Input</i> (From SOW)	<i>Input</i> (From SOW)	<i>Input</i> (From SOW)	<i>Input</i>	<i>Input</i>	<i>Input</i>	<i>Input</i>
<i>Input</i> (Task 2 Description from SOW)	<i>Input</i> (From SOW)	<i>Input</i> (From SOW)	<i>Input</i> (From SOW)	<i>Input</i> (From SOW)	<i>Input</i>	<i>Input</i>	<i>Input</i>	<i>Input</i>
<i>Input</i> (Task 3 Description from SOW)	<i>Input</i> (From SOW)	<i>Input</i> (From SOW)	<i>Input</i> (From SOW)	<i>Input</i> (From SOW)	<i>Input</i>	<i>Input</i>	<i>Input</i>	<i>Input</i>
<i>Contractor to add/delete rows as required</i>					<i>Input</i>	<i>Input</i>	<i>Input</i>	<i>Input</i>
Milestone 1 Report completed and delivered	Input not required	Input not required	Milestone 1 Report	As per SOW*	Input not required	Input not required	<i>Input</i>	<i>Input reason if date is different from that specified in the SOW*.</i>

***Actual Work Activities — Instruction:** The Contractor cannot change the fixed work and due dates without the prior written approval of the Contracting Authority evidenced through a Contract amendment. Firm-priced milestone contracts do not pay variances in actual costs, only the firm price is payable by Canada.

Considering the information provided in the “Work Plan and Deliverable Performance” Table above, is the solution on track, on schedule and within scope? If no:

- 1) Why not?
- 2) What are the solutions to be implemented and when?

Input

Cost Performance <i>(Instruction above regarding variances also applies hereunder)</i>			
Cost Proposal Breakdown (based on SOW)		Actual Cost Breakdown	Progress Comments
Labour			
Category	Total \$	Total \$	Progress Comments
<i>Input</i> <i>(Category Description from SOW)</i>	<i>Input</i> <i>(From SOW)</i>	<i>Input</i>	<i>Input</i>
	<i>Input</i> <i>(From SOW)</i>	<i>Input</i>	<i>Input</i>
	<i>Input</i> <i>(From SOW)</i>	<i>Input</i>	<i>Input</i>
<i>Contractor to add/delete rows as required</i>		<i>Input</i>	<i>Input</i>
Materials			
Description	Total \$	Total \$	Progress Comments
<i>Input</i> <i>(Description from SOW)</i>	<i>Input</i> <i>(From SOW)</i>	<i>Input</i>	<i>Input</i>
<i>Contractor to add/delete rows as required</i>		<i>Input</i>	<i>Input</i>
Travel and Living			
Description	Total \$	Total \$	Progress Comments

<i>Input</i> (Trip Destination from SOW)	<i>Input</i> (From SOW)	<i>Input</i>	<i>Input</i>
<i>Contractor to add/delete rows as required</i>		<i>Input</i>	<i>Input</i>
Other Costs			
Description	Total \$	Total \$	Progress Comments
<i>Input</i> (Description from SOW)	<i>Input</i> (From SOW)	<i>Input</i>	<i>Input</i>
<i>Contractor to add/delete rows as required</i>		<i>Input</i>	<i>Input</i>
<i>Input</i> (Firm Milestone Price):	<i>Input</i> (From SOW)	<i>Input</i>	<i>Input</i>

Considering the information provided in the “Cost Performance” Table above, is the solution within scope and within the Firm Price budget?
 If yes, what (if any) budget re-allocations were made?
 If no, why not and what is/are the scope change(s)?

Input

Explain whether the progression of this solution to a higher Solution Readiness Level (SRL) is, or is not, of interest and/or benefit to Canada.

Input

What were the main findings/conclusions of the work undertaken? (Summary of S&T results)*

**Answering this question is optional in the Milestone 1 Report, but mandatory in the Milestone 2 Report.
 Please provide references to S&T publications, reports, technical memoranda, journal papers, conference proceedings, scientific letters, or other media where full details of S&T results can be found.*

Input

Provide a transition overview explaining how the Contractor would progress the solution to a higher SRL during Component 1b contract.*

*Answering this question is optional in the Milestone 1 Report, but mandatory in the Milestone 2 Report.

Input

Milestone 2 Report

Work Plan and Deliverable Performance								
Work Activities (based on SOW)					*Actual Work Activities			Progress Comments
Tasks	Start Date (dd mm yyyy)	End Date (dd mm yyyy)	Description of Deliverable	Deliverable Due Date (dd mm yyyy)	Start Date (dd mm yyyy)	End Date (dd mm yyyy)	Deliverable Due Date (dd mm yyyy)	
Input (Task 1 Description from SOW)	Input (From SOW)	Input (From SOW)	Input (From SOW)	Input (From SOW)	Input	Input	Input	Input
Input (Task 2 Description from SOW)	Input (From SOW)	Input (From SOW)	Input (From SOW)	Input (From SOW)	Input	Input	Input	Input
Input (Task 3 Description from SOW)	Input (From SOW)	Input (From SOW)	Input (From SOW)	Input (From SOW)	Input	Input	Input	Input
Contractor to add/delete rows as required					Input	Input	Input	Input
Milestone 2 Report completed and delivered	Input not required	Input not required	Milestone 2 Report	As per SOW*	Input not required	Input not required	Input	Input reason if date is different from that specified in the SOW*.

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Category	Total \$	Total \$	Progress Comments
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	<i>Input</i> <i>(From SOW)</i>	<i>Input</i>	<i>Input</i>
	<i>Input</i> <i>(From SOW)</i>	<i>Input</i>	<i>Input</i>
<i>Contractor to add/delete rows as required</i>		<i>Input</i>	<i>Input</i>
Materials			
Description	Total \$	Total \$	Progress Comments
<i>Input</i> <i>(Description from SOW)</i>	<i>Input</i> <i>(From SOW)</i>	<i>Input</i>	<i>Input</i>
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Travel and Living			
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<i>Contractor to add/delete rows as required</i>		<i>Input</i>	<i>Input</i>
Other Costs			

Description	Total \$	Total \$	Progress Comments
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