**QUARTERLY REPORT**

DATE \_\_\_\_\_\_\_

**Section I**

**Technical Status Report**

**Task Order Agreement xxxx-xxx-xx**

**between**

**the Advanced Technology International**

**and**

**yyyyyyyy**

**for**

**(specific project name)**

**Project Overview**

**Provide a short description of the project and objectives being addressed.**

**Technical Progress**

This is the xxxx Technical Status report for the subject agreement. Technical efforts for the period \_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_ 20XX include:

* Continued xxxx
* Published yyyyy
* Held zzzzzzz
* Commenced aaaaaa

**Major Developments**

Describe key developments that have been achieved during this reporting period. Include short summaries of significant results that can be used for describing project accomplishments to a wide audience.

**Realized Benefits to Industry and Navy**

Provide a qualitative assessment of the benefits realized by the project lead, team members, and other non-participating industry members through technology transfer. A discussion on how the Navy has benefited from project execution should also be included. It is anticipated that once the project enters the implementation phase, quantitative returns will also be provided.

**Technology Transfer**

Describe activities/efforts that were accomplished during the reporting period to transfer technology beyond the project team members. These activities can include demonstrations, presentations, participation in symposia, etc.

**Plans for the Next Quarter**

Briefly list planned activities for the next period.

**Project Issues**

Briefly discuss any technical issues identified that may impact the current program progress. In addition to technical issues, list any subcontractors not under agreement or any subcontractor-related issues that may impact the current program progress.

**Schedule Issues**

Briefly discuss issues affecting the approved schedule and actions planned to adhere to the approved schedule.

**Cost Issues**

Briefly discuss issues that may impact the contracted amounts for program funding and cost share.

**Action Items**

Discuss the status of any action items established between the project team and the PTR.

**ROI Trend**

Referencing the Business Case/ROI discussion from the proposal or Technology Transfer & Implementation Plan, provide an indication of the ‘trend’ of that projection. The trend could be an “increase in potential cost impact” due to better-than-expected results during field testing; a “decrease in potential cost impact” based on pilot results; or “no change”.

**TRL Assessment**

If applicable, provide an assessment of the starting Technology Readiness Level (TRL) of the project’s technology or process, and the final TRL assuming a successful completion.