

U.S. DEPARTMENT OF ENERGY
SUMMARY REPORT

DOE F 1332.2#
(11-84)

FORM APPROVED
OMB NO. 1910-1400

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|---|------------------------|-----------|--|--------------------------|--|--------------------|--|---------------------|--|--|--|
| 1. IDENTIFICATION NUMBER | | | | 2. PROGRAM/PROJECT TITLE | | | | 3. REPORTING PERIOD | | | |
| 4. PARTICIPANT NAME AND ADDRESS | | | | | | 5. START DATE | | | | | |
| | | | | | | 6. COMPLETION DATE | | | | | |
| 7. FY | | 8. MONTHS | | | | | | | | | |
| 9. COST STATUS | | | | | | | | | | | |
| a. \$ Expressed in: | | | | | | | | | | | |
| b. Budget and Reporting No. | | | | | | | | | | | |
| c. Cost Plan Date | | | | | | | | | | | |
| d. Actual Costs Prior Years | | | | | | | | | | | |
| e. Planned Costs Prior Years | | | | | | | | | | | |
| f. Total Estimated Cost for Contract | | | | | | | | | | | |
| g. Total Contract Value | | | | | | | | | | | |
| h. Estimated Subsequent Reporting Period | | | | | | | | | | | |
| Accrued Costs | g. Planned | | | | | | | | | | |
| | h. Actual | | | | | | | | | | |
| | i. Variance | | | | | | | | | | |
| | j. Cumulative Variance | | | | | | | | | | |
| 10. LABOR STATUS | | | | | | | | | | | |
| a. Labor Expressed in: | | | | | | | | | | | |
| b. Labor Plan Date: | | | | | | | | | | | |
| c. Planned Labor Prior Fiscal Years | | | | | | | | | | | |
| d. Actual Labor Prior Fiscal Years | | | | | | | | | | | |
| e. Total Estimated Labor for Contract | | | | | | | | | | | |
| LEGEND | | | | | | | | | | | |
| Planned: - - - - - | | | | | | | | | | | |
| Actual: _____ | | | | | | | | | | | |
| Projected: | | | | | | | | | | | |
| Labor | g. Planned | | | | | | | | | | |
| | h. Actual | | | | | | | | | | |
| | i. Variance | | | | | | | | | | |
| | j. Cumulative Variance | | | | | | | | | | |
| 11. MILESTONES | | | | STATUS | | | | COMMENTS | | | |
| a. | | | | | | | | | | | |
| b. | | | | | | | | | | | |
| c. | | | | | | | | | | | |
| d. | | | | | | | | | | | |
| e. | | | | | | | | | | | |
| f. | | | | | | | | | | | |
| g. | | | | | | | | | | | |
| 12. SIGNATURE OF PARTICIPANT'S PROJECT MANAGER AND DATE | | | | | | | | | | | |

SUMMARY REPORT

PURPOSE

A graphic presentation of integrated cost, labor, and schedule information for rapid analysis and trend forecasting.

INSTRUCTIONS

- Item 1.** Enter the title, as it appears in the official document establishing the contractual agreement.
- Item 2.** Enter the inclusive start and completion dates for the reporting period for this report.
- Item 3.** Enter the contractual agreement identification number as it appears in the official establishing document.
- Item 4.** Enter the name and address including zip code of the contractor, organization, or agency, as they appear in the award instrument.
- Item 5.** Enter the official start date of the original contractual agreement.
- Item 6.** Enter the official completion dates as of the latest official modification to the contractual agreement.
- Item 7.** Enter current fiscal year.
- Item 8.** In the extreme left of the 15 blocks enter the first letter of the fiscal year month of agreement or award initiation. Enter successive months as required. For new fiscal year "Summary Report" submissions enter the months of the new fiscal year plus the three months of the subsequent fiscal year.
- Item 9.** Enter an appropriate scale in dollars for the horizontal lines in the grid. On the grid formed by the dollar scale and the months of the year, plot planned cumulative cost (using a dashed line) for the time period shown in Item 8. Plot actual cumulative cost (using a solid line) for each month up to and including the month being reported, with a dotted line extended from that point to indicate estimate of costs to be incurred. If applicable, enter total obligation ceiling line at the top of the graphical representation. The total obligation ceiling is the total funds obligated by the Government plus the participant's cost share. When applicable, reflect changes in obligation ceiling without changing prior month's ceiling. In subsequent fiscal year reports, adjust the graphic scale as necessary to accommodate for cumulative reporting to including prior fiscal year data.
- a. Indicate unit or measure applied to cost status graph (such as hundreds, thousands, etc.).
- b. Enter the associated B&R numbers.
- c. Enter the date of the current approved cost plan.
- d. Enter total actual costs for all prior fiscal years.
- e. Enter total planned costs for all prior fiscal years (see latest approved "cost plan," Item 8).
- f. Enter the current estimated cost for the subsequent reporting period.
- g. Enter total planned cost for each month shown in Item 8.
- h. Enter total actual cost for each month shown in Item 8 up to and including the month being reported.
- i. Subtract the actual cost (9d) from the planned cost (9c) for each month up to and including the month being reported and enter the difference.
- j. Enter the cumulative variance by reporting period. Show unfavorable variances in parentheses.
- Item 10.** Enter an appropriate scale in labor for the horizontal lines on the grid. On the grid formed by the labor scale and the months, plot planned cumulative labor (using a dashed line) for the time period shown in Item 8. Plot the actual cumulative labor (using a solid line) for each month up to and including the month being reported, with a dotted line extended from that point to indicate estimated labor to be incurred. If applicable, enter the total labor ceiling line at the top of the graphic representation. The total labor ceiling is the total labor funded by the Government plus the contractor's share, when applicable. Reflect changes in labor ceiling line without changing prior month's ceiling. In subsequent fiscal year reports, adjust the graphic scale as necessary to accommodate for cumulative reporting to include prior fiscal year data.
- a. Indicate unit of measure applied to labor status graph (exact, hundreds, thousands, etc.).
- b. Enter the date for the latest approved "Labor Plan."
- c. Enter total planned labor for all prior fiscal years.
- d. Enter total actual labor for all prior fiscal years.
- e. Enter current estimate of total labor required to complete the contract. This includes actuals for prior years, the current fiscal year actuals to date, plus the participant's best estimate labor required to complete the remaining work on the contract.
- f. Enter the total negotiated contract labor.
- g. Enter total planned labor for each month indicated in Item 8.
- h. Enter total actual labor for each month up to and including the month being reported.
- i. Subtract the actual labor (10h) from the planned labor (10g) and enter the difference. Show unfavorable variances in parentheses.
- j. Enter the cumulative variance by month. Show unfavorable variances in parentheses.

Item 11. a through g — Enter event identifiers as established in contractual agreement. In the space to the right of each event, plot milestone and activity data by month. Use charting information shown at the end of these instructions. In the column entitled "Comments" enter any pertinent additional information concerning milestone status (e.g., schedule revision, date scheduled for milestones completion if not possible to show in graph, etc.).

Item 12. Signature of responsible contractor, agency, or organization project manager and date signed, verifying the validity of the information furnished based on the participant's knowledge of the progress and status.

Charting Information

