

QUARTERLY SUMMARY REPORT

A. General

Contract Number	<i>W912DY-20D0073</i>
Delivery Order	<i>W912DY 21F0176</i>
Award Date	<i>30 April 2021</i>
Period of Performance	<i>30 April 2021 through 15 April 2026</i>
Report Date	<i>10 February 2022</i>
Period Reporting	<i>1 January – 4 February 2022</i>

B. Brief Description of Project Scope

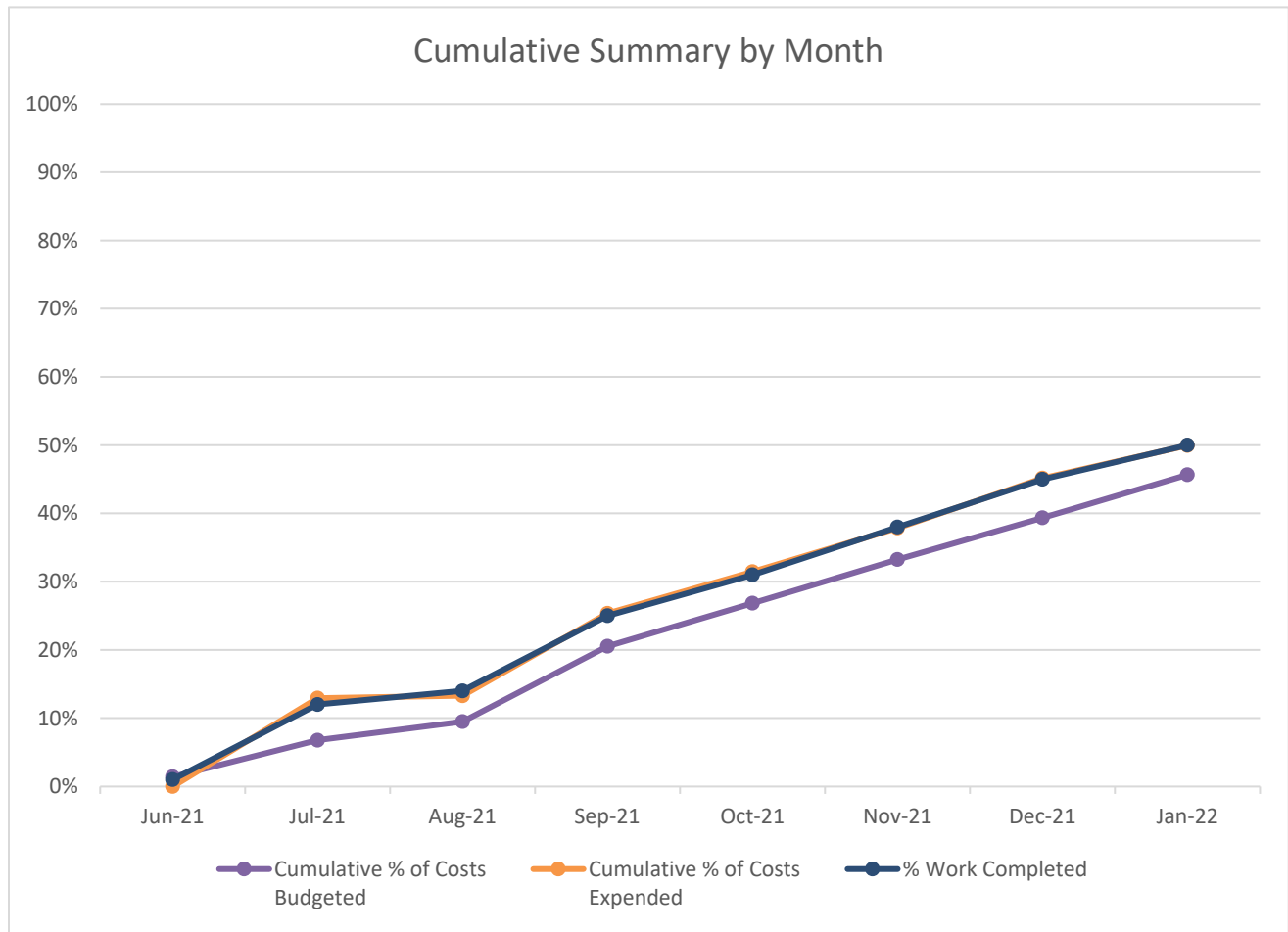
The objective of this TO is to provide services necessary to retrieve, scan, and organize SEAD AR and PR documents; to create, update, and maintain an AR and PR web site; and to perform redaction of AR files for Personally Identifiable Information (PII).

C. Cost Data

Tasks are Firm Fixed Price and all have been funded. The Milestone Payment Summary will be provided monthly following approval of the Project Management Plan (PMP). A graph that depicts a cumulative summary by month of the percentage of costs budgeted, the percentage of costs expended, and the percentage of work completed is included below.

CLIN	Task	Budget/ Funding	Milestone Payment Summary		Remaining Funding
			January 2022 Milestones	Cumulative Milestones	
0001	Project Management Plan (PMP)	\$10,063.04	\$0.00	\$10,063.04	\$0.00
0002	Systematic Project Planning (SSP)	\$31,352.86	\$0.00	\$16,219.00	\$15,133.86
0003	Additional In Person Meetings	\$25,110.05	\$0.00	\$0.00	\$25,110.05
0004	Data Collection from Seneca Army Depot	\$35,629.93	\$0.00	\$35,629.93	\$0.00
0005	Document Processing	\$28,165.38	\$0.00	\$28,165.38	\$0.00
0006	Document Processing from an Additional 50 LF of Files	\$5,733.72	\$0.00	\$5,733.72	\$0.00
0007	Document Processing from an Additional Filing Cabinet	\$1,280.32	\$0.00	\$1,280.32	\$0.00
0008	Scanning of Documents	\$212,273.72	\$0.00	\$212,273.72	\$0.00
0009	Scanning Additional 50 LF of Files	\$59,056.74	\$30,000.00	\$30,000.00	\$29,056.74
0010	Scanning of Additional Filing Cabinet	\$4,666.07	\$0.00	\$0.00	\$4,666.07
0011	Redaction of an Additional 50 LF of Files	\$19,319.04	\$0.00	\$0.00	\$19,319.04
0012	Redaction of an Additional Filing Cabinet	\$1,678.56	\$0.00	\$0.00	\$1,678.56
0013	Quarterly Updates	\$29,837.60	\$0.00	\$2,982.00	\$26,855.60
0014	Administrative Record and PR Updates	\$82,315.63	\$0.00	\$0.00	\$82,315.63
0015	Meetings - Monthly	\$61,432.80	\$2,048.00	\$7,168.00	\$54,264.80
0016	Project Website	\$40,900.70	\$0.00	\$0.00	\$40,900.70
0017	Additional In Person Meeting	\$20,209.77	\$0.00	\$0.00	\$20,209.77

CLIN	Task	Budget/ Funding	Milestone Payment Summary		Remaining Funding
			January 2022 Milestones	Cumulative Milestones	
0018	Maintenance of SEAD Website	\$43,636.95	\$2,192.00	\$6,576.00	\$37,060.95
0019	Contractor Manpower Reporting	---	---	---	---



D. Progress Summary Report per CLIN

CLIN 1 – Project Management Plan

CLIN 1 is 100% complete.

<i>Deliverable</i>	<i>Schedule Date</i>	<i>Actual Date</i>
<i>Draft PMP to USACE</i>	<i>24 May 2021</i>	<i>26 May 2021</i>
<i>Draft PMP Reviewed by USACE</i>	<i>4 June 2021</i>	<i>15 June 2021</i>
<i>Final PMP to USACE</i>	<i>11 June 2021</i>	<i>17 June 2021</i>
<i>Final PMP accepted by USACE</i>	<i>11 June 2021</i>	<i>28 June 2021</i>

CLIN 2 – Systematic Project Planning (SPP)

CLIN 2 is 26% complete.

December – Delivered Final WP on 6 December 2021

<i>Deliverable</i>	<i>Schedule Date</i>	<i>Actual Date</i>
<i>Pre-SPP Meeting Materials to USACE</i>	<i>9 June 2021</i>	<i>11 June 2021</i>
<i>Draft AAPP to USACE</i>	<i>16 June 2021</i>	<i>15 June 2021</i>
<i>SPP #1 meeting</i>	<i>23 June 2021</i>	<i>23 June 2021</i>
<i>SPP #1 Draft memorandum to USACE</i>	<i>7 July 2021</i>	<i>16 July 2021</i>
<i>SPP #1 Final memorandum to USACE</i>	<i>5 August 2021</i>	<i>30 July 2021</i>
<i>SPP #1 Final memorandum accepted by USACE</i>	<i>30 July 2021</i>	<i>30 July 2021</i>
<i>Draft Work Plan and QASP</i>	<i>20 August 2021</i>	<i>10 September 2021</i>
<i>Draft Final Work Plan</i>	<i>29 October 2021</i>	<i>29 October 2021</i>
<i>Final Work Plan</i>	<i>17 December 2021</i>	<i>6 December 2021</i>

CLIN 4 – Data Collection from Seneca

CLIN 4 is 100% complete.

<i>Deliverable</i>	<i>Schedule Date</i>	<i>Actual Date</i>
<i>Daily QC Report for Field Work</i>	<i>Daily while on site</i>	<i>12 July 2021 through 30 July 2021</i>

CLIN 5 – Document Processing

CLIN 5 is 100 % complete.

CLIN 6 – Document Processing from Additional 200 LF of Files

CLIN 6 is 100 % complete.

CLIN 7 – Document Processing from Additional Filing Cabinets

CLIN 7 is 100 % complete.

CLIN 8 - Scanning

CLIN 8 is 100% complete.

December 2021 – Completed the processing of the file cabinet boxes and the scanning of all of the documents. We began the OCR process for the pdf files that were scanned. We completed our QC process of 10% of the document from the file cabinet boxes.

November 2021 – Processed documents from the file cabinet boxes. Mr. Heaton was onsite in the Wood Durham Office for two days to answer process questions on the documents in the file cabinet boxes. The large maps pulled from the AR documents were scanned and returned by the vendor. We continued our QC process of 10% of the documents from the file cabinet boxes.

CLIN 9 – Scanning Additional Files

CLIN 9 is 50% complete.

January 2022 – Began the processing and scanning of the additional documents.

CLIN 13 – Quarterly Updates

CLIN 13 is 10% complete.

December 2021 – The Quarterly Status Report 2 (QSR2) was submitted on 12/10/21.

CLIN 15 – Monthly Meetings

CLIN 15 is 12% complete.

January 2022 – The WebEx Monthly Meeting was postponed at the request of USACE.

November 2021 – The WebEx Monthly Meeting was moved to 3 December at the request of USACE.

CLIN 16 – Project Website

CLIN 16 is 17% complete.

January 2022 – Design and development of the website was begun. A Dreamhost account was created to host the SEAD website. An outline of the site along with example screens and databases have been created.

CLIN 18 – Maintenance of SEAD Website

CLIN 18 is 15% complete.

***Please note that additional Tasks will be added to Section D as work begins for them.*

E. Discussion of Issues Relating to Project Expenditures and Work Progress

No issues during this reporting period.

F. Schedule

<i>CLIN#</i>	<i>Task Name</i>	<i>Baseline Start</i>	<i>Baseline Finish</i>	<i>Actual Start</i>	<i>Actual Finish</i>
0001	Task 1 – Project Management Plan (PMP)	5/10/21	6/11/21	5/10/21	6/17/21
0002	Task 2 – Systematic Project Planning (SPP)	6/9/21	7/1/25	6/9/21	NA
0003	Task 2a - Additional In Person Meetings (Optional)	5/2/22	7/18/24	NA	NA
	Task 3 – Documents	7/19/21	6/9/22	7/5/21	NA

0004	Task 3.1 – Document Collection	7/19/21	8/11/21	7/5/21	8/12/21
0005	Task 3.2 – Document Processing	8/11/21	9/22/21	7/12/21	7/30/21
0006	Task 3.2a – Additional Files (Optional)	9/22/21	10/5/21	7/12/21	7/30/21
0007	Task 3.2b – Additional Files (Optional)	10/6/21	10/12/21	7/12/21	7/30/21
	Task 3.3 – Scanning	8/11/21	4/26/22	8/12/21	NA
0008	Prepare/Scan/OCR Documents and Maps	8/11/21	2/8/22	8/12/21	12/20/21
0009	Task 3.3a – Additional Files (Optional)	2/9/22	4/12/22	1/4/22	NA
0010	Task 3.3b – Additional Files (Optional)	4/13/22	4/26/22	NA	NA
	Optional Task 3.4 – Redaction of PII	5/12/22	6/9/22	NA	NA
0011	Task 3.4a – Additional Files (Optional)	5/12/22	6/1/22	NA	NA
0012	Task 3.4b – Additional Files (Optional)	6/2/22	6/8/22	NA	NA
0013	Task 4 - Quarterly Updates	7/30/21	4/15/26	8/10/21	NA
0014	Task 5 – Administrative Records and PR Updates	1/27/22	11/21/22	NA	NA
0015	Task 6 - Meetings	5/28/21	4/10/26	5/28/21	NA
0016	Task 7 - Project Website	1/25/22	7/12/22	1/10/22	NA
0017	Task 8 - Additional In-Person Meetings (Optional)	7/2/22	9/17/24	NA	NA
0018	Task 9 - Annual Maintenance of the SEAD Website	5/10/21	4/15/26	5/10/21	NA

Notes:

NA – Not started/finished

Paul Baker
 Senior Project Manager

2/10/2022
 Date

Attachment A

G. Exposure Data Report

Task/CLIN	Hours Worked		Lost Workday Accidents		Lost Workdays		Property Damage Accidents (≥\$2,000)	
	This Month	Cumulative Total	This Month	Cumulative Total	This Month	Cumulative Total	This Month	Cumulative Total
0001	0	91.5	0	0	0	0	0	0
0002	20	156.5	0	0	0	0	0	0
0003	0	0	0	0	0	0	0	0
0004	0	481.5	0	0	0	0	0	0
0005	0	410	0	0	0	0	0	0
0006	0	0	0	0	0	0	0	0
0007	0	0	0	0	0	0	0	0
0008	104.5	1538.5	0	0	0	0	0	0
0009	0	0	0	0	0	0	0	0
0010	0	0	0	0	0	0	0	0
0011	0	0	0	0	0	0	0	0
0012	0	0	0	0	0	0	0	0
0013	0	4.5	0	0	0	0	0	0
0014	0	2.5	0	0	0	0	0	0
0015	14.5	33.5	0	0	0	0	0	0
0016	66.5	66.5	0	0	0	0	0	0
0017	0	0	0	0	0	0	0	0
0018	0	0	0	0	0	0	0	0
0019	0	0	0	0	0	0	0	0

2/10/2022

Paul Baker
 Senior Project Manager

Date

MONTHLY SUMMARY REPORT

A. General

Contract Number	<i>W912DY-20D0073</i>
Delivery Order	<i>W912DY 21F0176</i>
Award Date	<i>30 April 2021</i>
Period of Performance	<i>30 April 2021 through 15 April 2026</i>
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Period Reporting	<i>4 December – 31 December 2021</i>

B. Brief Description of Project Scope

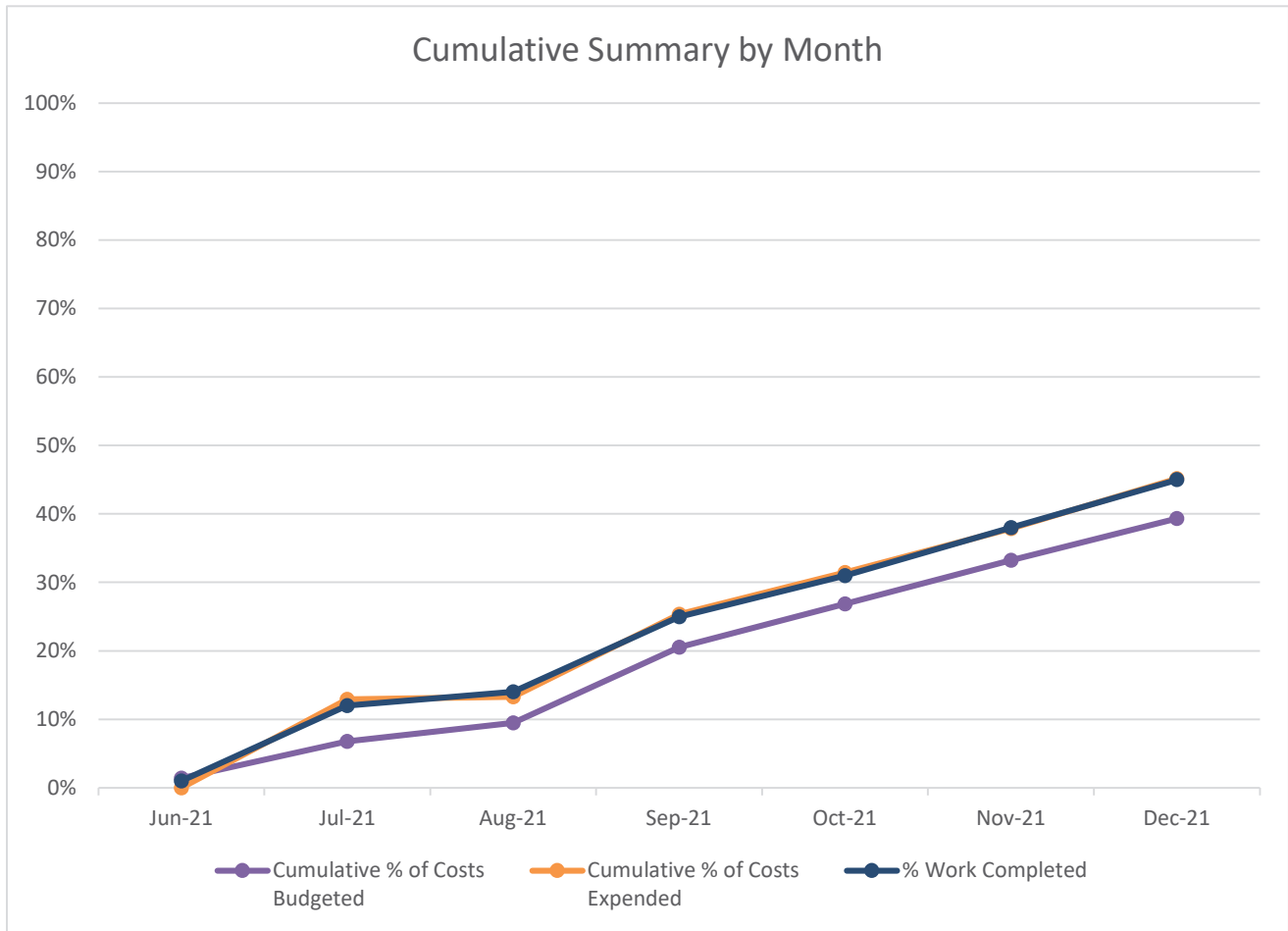
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C. Cost Data

Tasks are Firm Fixed Price and all have been funded. The Milestone Payment Summary will be provided monthly following approval of the Project Management Plan (PMP). A graph that depicts a cumulative summary by month of the percentage of costs budgeted, the percentage of costs expended, and the percentage of work completed is included below.

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0004	Data Collection from Seneca Army Depot	\$35,629.93	\$0.00	\$35,629.93	\$0.00
0005	Document Processing	\$28,165.38	\$0.00	\$28,165.38	\$0.00
0006	Document Processing from an Additional 50 LF of Files	\$5,733.72	\$0.00	\$5,733.72	\$0.00
0007	Document Processing from an Additional Filing Cabinet	\$1,280.32	\$0.00	\$1,280.32	\$0.00
0008	Scanning of Documents	\$212,273.72	\$42,457.72	\$212,273.72	\$0.00
0009	Scanning Additional 50 LF of Files	\$59,056.74	\$0.00	\$0.00	\$59,056.74
0010	Scanning of Additional Filing Cabinet	\$4,666.07	\$0.00	\$0.00	\$4,666.07
0011	Redaction of an Additional 50 LF of Files	\$19,319.04	\$0.00	\$0.00	\$19,319.04
0012	Redaction of an Additional Filing Cabinet	\$1,678.56	\$0.00	\$0.00	\$1,678.56
0013	Quarterly Updates	\$29,837.60	\$1,491.00	\$2,982.00	\$26,855.60
0014	Administrative Record and PR Updates	\$82,315.63	\$0.00	\$0.00	\$82,315.63
0015	Meetings - Monthly	\$61,432.80	\$0.00	\$5,120.00	\$56,312.80
0016	Project Website	\$40,900.70	\$0.00	\$0.00	\$40,900.70
0017	Additional In Person Meeting	\$20,209.77	\$0.00	\$0.00	\$20,209.77

CLIN	Task	Budget/ Funding	Milestone Payment Summary		Remaining Funding
			December 2021 Milestones	Cumulative Milestones	
0018	Maintenance of SEAD Website	\$43,636.95	\$0.00	\$4,384.00	\$39,252.95
0019	Contractor Manpower Reporting	---	---	---	---



D. Progress Summary Report per CLIN

CLIN 1 – Project Management Plan

CLIN 1 is 100% complete.

<i>Deliverable</i>	<i>Schedule Date</i>	<i>Actual Date</i>
<i>Draft PMP to USACE</i>	<i>24 May 2021</i>	<i>26 May 2021</i>
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<i>Final PMP accepted by USACE</i>	<i>11 June 2021</i>	<i>28 June 2021</i>

CLIN 2 – Systematic Project Planning (SPP)

CLIN 2 is 26% complete.

December – Delivered Final WP on 6 December 2021

October 2021 – Delivered Draft Final WP on 29 October 2021.

<i>Deliverable</i>	<i>Schedule Date</i>	<i>Actual Date</i>
<i>Pre-SPP Meeting Materials to USACE</i>	<i>9 June 2021</i>	<i>11 June 2021</i>
<i>Draft AAPP to USACE</i>	<i>16 June 2021</i>	<i>15 June 2021</i>
<i>SPP #1 meeting</i>	<i>23 June 2021</i>	<i>23 June 2021</i>
<i>SPP #1 Draft memorandum to USACE</i>	<i>7 July 2021</i>	<i>16 July 2021</i>
<i>SPP #1 Final memorandum to USACE</i>	<i>5 August 2021</i>	<i>30 July 2021</i>
<i>SPP #1 Final memorandum accepted by USACE</i>	<i>30 July 2021</i>	<i>30 July 2021</i>
<i>Draft Work Plan and QASP</i>	<i>20 August 2021</i>	<i>10 September 2021</i>
<i>Draft Final Work Plan</i>	<i>29 October 2021</i>	<i>29 October 2021</i>
<i>Final Work Plan</i>	<i>17 December 2021</i>	<i>6 December 2021</i>

CLIN 4 – Data Collection from Seneca

CLIN 4 is 100% complete.

<i>Deliverable</i>	<i>Schedule Date</i>	<i>Actual Date</i>
<i>Daily QC Report for Field Work</i>	<i>Daily while on site</i>	<i>12 July 2021 through 30 July 2021</i>

CLIN 5 – Document Processing

CLIN 5 is 100 % complete.

CLIN 6 – Document Processing from Additional 200 LF of Files

CLIN 6 is 100 % complete.

CLIN 7 – Document Processing from Additional Filing Cabinets

CLIN 7 is 100 % complete.

CLIN 8 - Scanning

CLIN 8 is 100% complete.

December 2021 – Completed the processing of the file cabinet boxes and the scanning of all of the documents. We began the OCR process for the pdf files that were scanned. We completed our QC process of 10% of the document from the file cabinet boxes.

November 2021 – Processed documents from the file cabinet boxes. Mr. Heaton was onsite in the Wood Durham Office for two days to answer process questions on the documents in the file cabinet boxes. The large maps pulled from the AR documents were scanned and returned by the vendor. We continued our QC process of 10% of the documents from the file cabinet boxes.

October 2021 – Received the PDF and index of the large maps from the vendor. Completed the bookshelf boxes. Began processing the file cabinet boxes. The file cabinet box process includes the records specialist looking at each of the files in the box to determine: 1) move to scan pile; 2) move to hold pile for Hud review; 3) move to hold for destroy pile. We performed a QC of 10% of the documents that have been scanned. The process included pulling the document from the destroy boxes and performing a page-by-page comparison of the paper copy with the electronic PDF file.

CLIN 13 – Quarterly Updates

CLIN 13 is 10% complete.

December 2021 – The Quarterly Status Report 2 (QSR2) was submitted on 12/10/21.

CLIN 15 – Monthly Meetings

CLIN 15 is 8% complete.

November 2021 – The WebEx Monthly Meeting was moved to 3 December at the request of USACE.

October 2021 – The WebEx Monthly Meeting was moved to 2 November 21 at the request of USACE.

CLIN 18 – Maintenance of SEAD Website

CLIN 18 is 10% complete.

***Please note that additional Tasks will be added to Section D as work begins for them.*

E. Discussion of Issues Relating to Project Expenditures and Work Progress

No issues during this reporting period.

F. Schedule

<i>CLIN#</i>	<i>Task Name</i>	<i>Baseline Start</i>	<i>Baseline Finish</i>	<i>Actual Start</i>	<i>Actual Finish</i>
0001	Task 1 – Project Management Plan (PMP)	5/10/21	6/11/21	5/10/21	6/17/21
0002	Task 2 – Systematic Project Planning (SPP)	6/9/21	7/1/25	6/9/21	NA
0003	Task 2a - Additional In Person Meetings (Optional)	5/2/22	7/18/24	NA	NA
	Task 3 – Documents	7/19/21	6/9/22	7/5/21	NA
0004	Task 3.1 – Document Collection	7/19/21	8/11/21	7/5/21	8/12/21
0005	Task 3.2 – Document Processing	8/11/21	9/22/21	7/12/21	7/30/21
0006	Task 3.2a – Additional Files (Optional)	9/22/21	10/5/21	7/12/21	7/30/21
0007	Task 3.2b – Additional Files (Optional)	10/6/21	10/12/21	7/12/21	7/30/21
	Task 3.3 – Scanning	8/11/21	4/26/22	8/12/21	NA
0008	Prepare/Scan/OCR Documents and Maps	8/11/21	2/8/22	8/12/21	NA
0009	Task 3.3a – Additional Files (Optional)	2/9/22	4/12/22	NA	NA

0010	Task 3.3b – Additional Files Optional)	4/13/22	4/26/22	NA	NA
	Optional Task 3.4 – Redaction of PII	5/12/22	6/9/22	NA	NA
0011	Task 3.4a – Additional Files (Optional)	5/12/22	6/1/22	NA	NA
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0013	Task 4 - Quarterly Updates	7/30/21	4/15/26	8/10/21	NA
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0015	Task 6 - Meetings	5/28/21	4/10/26	5/28/21	NA
0016	Task 7 - Project Website	1/25/22	7/12/22	NA	NA
0017	Task 8 - Additional In-Person Meetings (Optional)	7/2/22	9/17/24	NA	NA
0018	Task 9 - Annual Maintenance of the SEAD Website	5/10/21	4/15/26	5/10/21	NA

Notes:

NA – Not started/finished



Digitally signed by paul.baker
 Date: 2022.01.10 14:17:34
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1/10/2022

Paul Baker
 Senior Project Manager

Date

Attachment A

G. Exposure Data Report

Task/CLIN	Hours Worked		Lost Workday Accidents		Lost Workdays		Property Damage Accidents (≥\$2,000)	
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0002	0	136.5	0	0	0	0	0	0
0003	0	0	0	0	0	0	0	0
0004	0	481.5	0	0	0	0	0	0
0005	0	410	0	0	0	0	0	0
0006	0	0	0	0	0	0	0	0
0007	0	0	0	0	0	0	0	0
0008	155	1434	0	0	0	0	0	0
0009	0	0	0	0	0	0	0	0
0010	0	0	0	0	0	0	0	0
0011	0	0	0	0	0	0	0	0
0012	0	0	0	0	0	0	0	0
0013	0.5	4.5	0	0	0	0	0	0
0014	0	2.5	0	0	0	0	0	0
0015	8	19	0	0	0	0	0	0
0016	0	0	0	0	0	0	0	0
0017	0	0	0	0	0	0	0	0
0018	0	0	0	0	0	0	0	0
0019	0	0	0	0	0	0	0	0



Digitally signed by paul.baker
 Date: 2022.01.10 14:17:58 -05'00'

1/10/2022

Paul Baker
 Senior Project Manager

Date

QUARTER 2 SUMMARY REPORT

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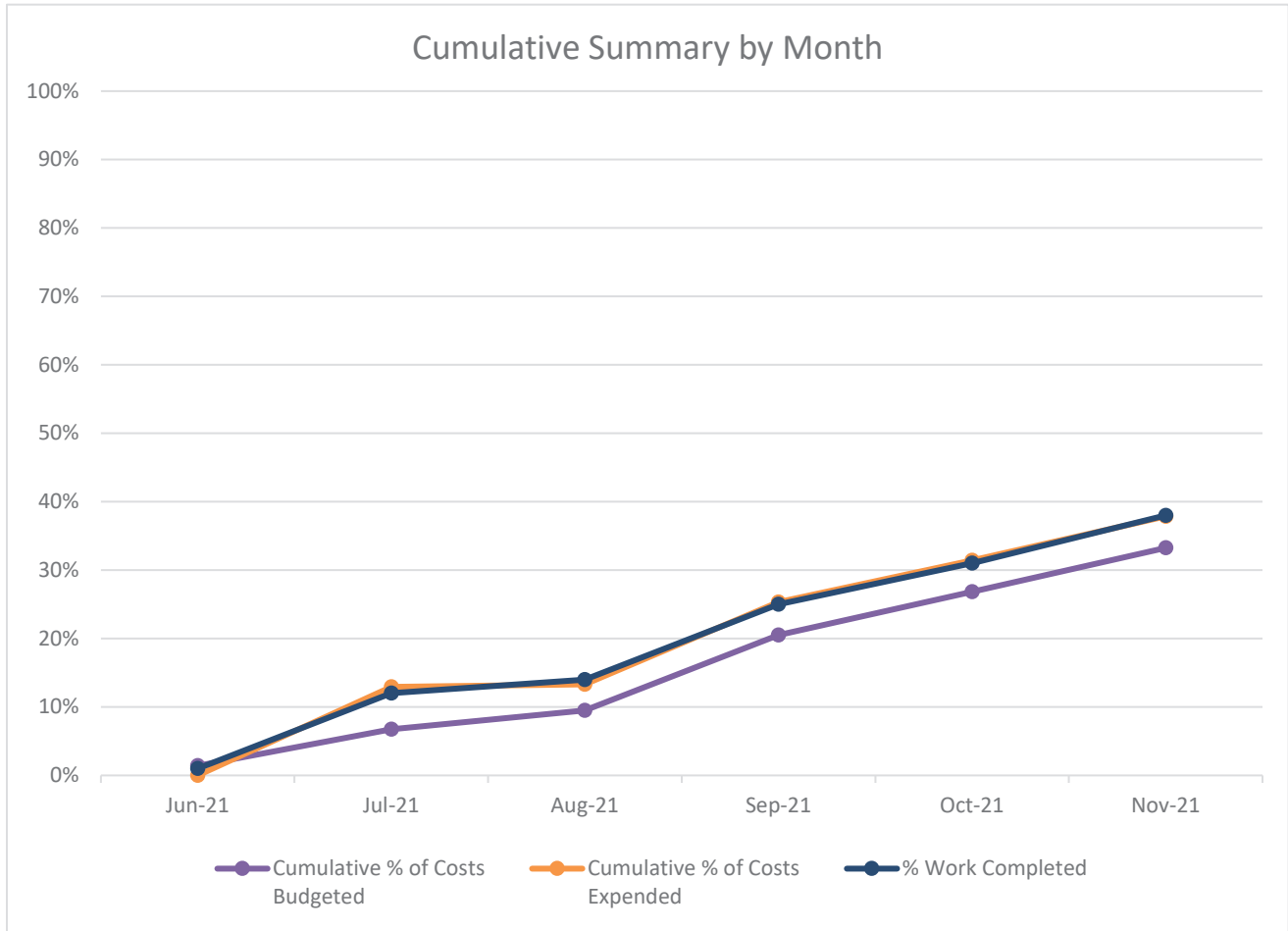
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D. Progress Summary Report per CLIN

CLIN 1 – Project Management Plan

CLIN 1 is 100% complete.

<i>Deliverable</i>	<i>Schedule Date</i>	<i>Actual Date</i>
<i>Draft PMP to USACE</i>	<i>24 May 2021</i>	<i>26 May 2021</i>
<i>Draft PMP Reviewed by USACE</i>	<i>4 June 2021</i>	<i>15 June 2021</i>
<i>Final PMP to USACE</i>	<i>11 June 2021</i>	<i>17 June 2021</i>
<i>Final PMP accepted by USACE</i>	<i>11 June 2021</i>	<i>28 June 2021</i>

CLIN 2 – Systematic Project Planning (SPP)

CLIN 2 is 26% complete.

October 2021 – Delivered Draft Final WP on 29 October 2021.

September 2021 – Delivered Draft Work Plan and QASP on 10 September 2021.

<i>Deliverable</i>	<i>Schedule Date</i>	<i>Actual Date</i>
<i>Pre-SPP Meeting Materials to USACE</i>	<i>9 June 2021</i>	<i>11 June 2021</i>
<i>Draft AAPP to USACE</i>	<i>16 June 2021</i>	<i>15 June 2021</i>
<i>SPP #1 meeting</i>	<i>23 June 2021</i>	<i>23 June 2021</i>
<i>SPP #1 Draft memorandum to USACE</i>	<i>7 July 2021</i>	<i>16 July 2021</i>
<i>SPP #1 Final memorandum to USACE</i>	<i>5 August 2021</i>	<i>30 July 2021</i>
<i>SPP #1 Final memorandum accepted by USACE</i>	<i>30 July 2021</i>	<i>30 July 2021</i>
<i>Draft Work Plan and QASP</i>	<i>20 August 2021</i>	<i>10 September 2021</i>
<i>Draft Final Work Plan</i>	<i>29 October 2021</i>	<i>29 October 2021</i>

CLIN 4 – Data Collection from Seneca

CLIN 4 is 100% complete.

<i>Deliverable</i>	<i>Schedule Date</i>	<i>Actual Date</i>
<i>Daily QC Report for Field Work</i>	<i>Daily while on site</i>	<i>12 July 2021 through 30 July 2021</i>

CLIN 5 – Document Processing

CLIN 5 is 100 % complete.

CLIN 6 – Document Processing from Additional 200 LF of Files

CLIN 6 is 100 % complete.

CLIN 7 – Document Processing from Additional Filing Cabinets

CLIN 7 is 100 % complete.

CLIN 8 - Scanning

CLIN 8 is 90% complete.

November 2021 – Processed documents from the file cabinet boxes. Mr. Heaton was onsite in the Wood Durham Office for two days to answer process questions on the documents in the file cabinet boxes. The large maps pulled from the AR documents were scanned and returned by the vendor. We continued our QC process of 10% of the documents from the file cabinet boxes.

October 2021 – Received the PDF and index of the large maps from the vendor. Completed the bookshelf boxes. Began processing the file cabinet boxes. The file cabinet box process includes the records specialist looking at each of the files in the box to determine: 1)move to scan pile; 2) move to hold pile for Hud review; 3) move to hold for destroy pile. We performed a QC of 10% of the documents that have been scanned. The process included pulling the document from the destroy boxes

and performing a page-by-page comparison of the paper copy with the electronic PDF file.

September 2021 – The documents from 84 of the 109 bookshelf boxes were scanned. This process included preparing the documents to be scanned, scanning the documents to PDF files, manually verifying that each page of the document was successfully scanned, moving the PDF file to a queue to be OCR'd, and moving the paper document to a “holding for destroy” queue which will be destroyed after final verification of the PDF documents.

CLIN 13 – Quarterly Updates

CLIN 13 is 5% complete.

CLIN 15 – Monthly Meetings

CLIN 15 is 8% complete.

November 2021 – The WebEx Monthly Meeting was moved to 3 December at the request of USACE.

October 2021 – The WebEx Monthly Meeting was moved to 2 November 21 at the request of USACE.

September 2021 – A WebEx Monthly Meeting was held on 28 September 21.

CLIN 18 – Maintenance of SEAD Website

CLIN 18 is 10% complete.

***Please note that additional Tasks will be added to Section D as work begins for them.*

E. Discussion of Issues Relating to Project Expenditures and Work Progress

No issues during this reporting period.

F. Schedule

<i>CLIN#</i>	<i>Task Name</i>	<i>Baseline Start</i>	<i>Baseline Finish</i>	<i>Actual Start</i>	<i>Actual Finish</i>
0001	Task 1 – Project Management Plan (PMP)	5/10/21	6/11/21	5/10/21	6/17/21
0002	Task 2 – Systematic Project Planning (SPP)	6/9/21	7/1/25	6/9/21	NA
0003	Task 2a - Additional In Person Meetings (Optional)	5/2/22	7/18/24	NA	NA
	Task 3 – Documents	7/19/21	6/9/22	7/5/21	NA
0004	Task 3.1 – Document Collection	7/19/21	8/11/21	7/5/21	8/12/21
0005	Task 3.2 – Document Processing	8/11/21	9/22/21	7/12/21	7/30/21
0006	Task 3.2a – Additional Files (Optional)	9/22/21	10/5/21	7/12/21	7/30/21
0007	Task 3.2b – Additional Files (Optional)	10/6/21	10/12/21	7/12/21	7/30/21
	Task 3.3 – Scanning	8/11/21	4/26/22	8/12/21	NA
0008	Prepare/Scan/OCR Documents and Maps	8/11/21	2/8/22	8/12/21	NA
0009	Task 3.3a – Additional Files (Optional)	2/9/22	4/12/22	NA	NA

0010	Task 3.3b – Additional Files Optional)	4/13/22	4/26/22	NA	NA
	Optional Task 3.4 – Redaction of PII	5/12/22	6/9/22	NA	NA
0011	Task 3.4a – Additional Files (Optional)	5/12/22	6/1/22	NA	NA
0012	Task 3.4b – Additional Files (Optional)	6/2/22	6/8/22	NA	NA
0013	Task 4 - Quarterly Updates	7/30/21	4/15/26	8/10/21	NA
0014	Task 5 – Administrative Records and PR Updates	1/27/22	11/21/22	NA	NA
0015	Task 6 - Meetings	5/28/21	4/10/26	5/28/21	NA
0016	Task 7 - Project Website	1/25/22	7/12/22	NA	NA
0017	Task 8 - Additional In-Person Meetings (Optional)	7/2/22	9/17/24	NA	NA
0018	Task 9 - Annual Maintenance of the SEAD Website	5/10/21	4/15/26	5/10/21	NA

Notes:

NA – Not started/finished



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11/10/2021

Paul Baker
 Senior Project Manager

Date

Attachment A

G. Exposure Data Report

Task/CLIN	Hours Worked		Lost Workday Accidents		Lost Workdays		Property Damage Accidents (≥\$2,000)	
	This Month	Cumulative Total	This Month	Cumulative Total	This Month	Cumulative Total	This Month	Cumulative Total
0001	0	91.5	0	0	0	0	0	0
0002	0	136.5	0	0	0	0	0	0
0003	0	0	0	0	0	0	0	0
0004	0	481.5	0	0	0	0	0	0
0005	0	410	0	0	0	0	0	0
0006	0	0	0	0	0	0	0	0
0007	0	0	0	0	0	0	0	0
0008	303.5	1279	0	0	0	0	0	0
0009	0	0	0	0	0	0	0	0
0010	0	0	0	0	0	0	0	0
0011	0	0	0	0	0	0	0	0
0012	0	0	0	0	0	0	0	0
0013	0	4	0	0	0	0	0	0
0014	0	2.5	0	0	0	0	0	0
0015	1	11	0	0	0	0	0	0
0016	0	0	0	0	0	0	0	0
0017	0	0	0	0	0	0	0	0
0018	0	0	0	0	0	0	0	0
0019	0	0	0	0	0	0	0	0

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11/10/2021

Paul Baker
 Senior Project Manager

Date