Defence and Security Accelerator (DASA) competition:
Space to Innovate Campaign – Charlie Drop

List of minimum contents required for supplier reporting

Each successful supplier should include the following in each progress report as a ***minimum:***
- Highlights / Lowlights
- Key Risks and Issues
- Key stakeholder meetings held / planned
- A copy of the latest Master Data and Assumptions List (MDAL - which includes all agreed Assumptions, Dependencies and Exclusions) – e.g. as an embedded Excel file in a Word document
- Details of the supplier's current Research Worker team working on the project (any changes are to be highlighted to the Authority including the provision of a CV)
- Table of all Deliverables (to include agreed 'Due Date', 'Forecasted Delivery Date', Estimated % complete and RAG status)
- Table of all Payment Milestones (to include 'Due Date' and 'Current Status', e.g. delivered, invoiced, etc.)
- Gantt Chart (Microsoft Project or PDF format); this should provide sufficient detail (likely at task level detail) for the Authority to be able to form an assessment of progress and to ensure that the contract is progressing as planned
- Details of all planned or to be scheduled project meetings including their agreed location
- Details of any supplier requirements from Dstl Technical Partners (e.g. supply of information or review of documents)
- Record of Actions and Decisions (ROAD)
- Details of any requested contract changes or commercial actions (or confirmation that none are required)
- Details of all Government Furnished Assets (GFA) and their status, e.g. requested, delivered, destroyed, etc