



Rotor Wing Bicycles

From the Office of: Project Manager Lawrence Gross PMP, Tail Rider Project Team Leader

Subject: Contractor Compliance/Non-Compliance for Race Bicycles

Rotor Wing Bicycles Inc. is under contract to produce 1,000 special racing bicycles. Each bicycle will have carbon fiber frames, forks, lightweight aluminum wheel frames, competition light seats, and specially milled titanium handlebars to accommodate internal cables with a smart phone mount. Additionally the bicycles will incorporate training wheels. The project's period of performance was reduced from 98 days to 76, ending on December 17th 2013 with an Estimate at Completion (EAC) of \$392,256.

On Change request to the contract changed the project completion date to 17 December 2013; the period of performance is now 76 Days with a new EAC of \$437,256.

Changes to the contract:

4 Sep 13 – Customer requested the schedule to be reduced

10 Sep 13 – Customer requested that training wheels are added to the bicycles.

Milestones:

This project had six major milestones,

- | | |
|-----------------------------|--------------------------|
| 1) 1000 completed bicycles | 2) 5 sets of spare parts |
| 3) 1005 maintenance manuals | 4) 1005 user manuals |

Schedule:

Project Schedule	Date	Status
Project Begins	3 September 2013	Green
Prototype Design	17 October 2013	Green
Assembly	17 December 2014	Green
Testing	5 November 2013	Green
Technical Data	28 November 2013	Green
End of Project	17 December 2013	Green

Budget:**NEW BUDGET WITH CHANGED DELIVERY DATE**

WBS Element	Labor	Travel	Material	Subcontracts	ODC	Total
1.1	\$135,000		\$800		\$8,956	\$144,756
1.1.1	\$10,000					\$10,000
1.1.2	\$50,000					\$50,000
1.1.3	\$75,000		\$800		\$8,956	\$84,756
1.2	\$128,000					\$128,000
1.2.1	\$128,000					\$128,000
1.3	\$9,000	\$4,000	\$141,000	\$7,000	\$3,500	\$164,500
1.3.1	\$1,000		\$60,000	\$5,000	\$1,000	\$67,000
1.3.2	\$1,000	\$2,000	\$80,000	\$2,000	\$1,000	\$86,000
1.3.3	\$5,000	\$2,000	\$1,000		\$1,500	\$9,500
1.3.4	\$2,000					\$2,000
1.4	\$21,852	\$0	\$3,500	0	0	\$25,352
1.4.1	\$7,772	\$0	\$0	\$0	\$0	\$7,772
1.4.2	\$8,280	\$0	\$0	\$0	\$0	\$8,280
1.4.3	\$2,800		\$500	\$0	\$0	\$3,300
1.4.4	\$3,000		\$3,000	0	0	\$6,000
TOTALS	\$293,852	\$4,000	\$145,300	\$7,000	\$12,456	\$462,608

The deliverables were provided in accordance with the contract requirements and were performed in a X Satisfactory or Unsatisfactory manner. If any deliverable is unsatisfactory explain why in the paragraph below. Please specify any deviations from the contract.

The information provided in this closeout report is true and correct to the best of my knowledge and belief.

Lawrence Gross

17 Dec 13

Signature of the project manager

Date

As the authorized representative for my organization I certify all terms of the contract have been satisfactorily met. By signing below I have accepted all deliverables and authorize full payment under this contract due to Rotor Wing Bicycles Inc.

Eaton Minuffens

Position and Title: VP, Contract

Signature of Company Representative