**Mutual Action Plan Template with Feedback**

 Value Summary

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Target Start | Est. Completion | Date Completed | Overall Status |
| 09/02 | 10/09 | 10/10 | ON TRACK |

Customer and Seller Teams

Seller Team

|  |  |  |
| --- | --- | --- |
| Name | Role | Additional Information |
|  |  |  |
|  |  |  |
|  |  |  |

Customer Team

|  |  |  |
| --- | --- | --- |
| Name | Role | Additional Information |
|  |  |  |
|  |  |  |
|  |  |  |

Mutual Action Plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Milestones** | **Task Name** | **Description** | **Owner (Seller)** | **Owner (Customer)** | **Status** | **Start Date** | **End Date** | **Due Date** | **Complete?**Yes / No | **Duration** In Days | **Outcome** | **Customer Feedback** |
| Phase 1 |   |   |   |   |   |  |  |   |   |  |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Phase 2 |   |   |   |   |   |   |   |   |   |   |   |  |
|  |  |  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |  |  |   |   |   |   |   |  |  |
| Phase 3 |   |   |   |   |   |   |   |   |   |   |   |  |
|  |   |   |  |  |  |   |   |   |   |   |  |  |
|  |  |  |   |  |  |   |   |   |   |   |  |  |
|  |  |  |  |  |  |   |   |   |   |   |  |  |
| Phase 4 |   |   |   |   |   |   |   |   |   |   |  |  |
|  |  |  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |  |  |   |   |   |   |   |  |  |
| Phase 5 |   |   |   |   |   |   |   |   |   |   |  |  |
|  |  |  |  |  |   |   |   |   |   |   |  |  |
|  |  |  |  |  |  |   |   |   |   |   |  |  |
|  |  |  |  |  |  |   |   |   |   |   |  |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |