**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Mutual Action Plan Template with Feedback**

Value Summary

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| --- | --- | --- | --- | --- | --- |
| 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 |
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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 |  |  |  |  |  |  |  |  |  |  |  |  |
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| Phase 2 |  |  |  |  |  |  |  |  |  |  |  |  |
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| Phase 3 |  |  |  |  |  |  |  |  |  |  |  |  |
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| Phase 4 |  |  |  |  |  |  |  |  |  |  |  |  |
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| Phase 5 |  |  |  |  |  |  |  |  |  |  |  |  |
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