

**Mutual Action Plan (MAP) Template**

| **Initial Details.**   | **Customer** | *What is the name of the company?* | | --- | --- | | **Project Lead** | *Who is leading the sale from your side?* | | **Customer Lead** | *Who is your champion?* | | **Desired Go Live** | *When do they want to go live?* | | **Objectives.**   | **Current challenge** | *What problem is the customer trying to solve?* | | --- | --- | | **Desired Outcome** | *What does a successful solution look like?* | | **Requirements** | *Are there any specific requirements?* | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

**Stakeholders.**

| **Name** | | **Company** | | **Role** | | **Involvement** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Name of Stakeholder* | | *Which company are they from?* | | *What role do they play?* | |  | |
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**Milestones.**

|  | | **Owner** | | **Participants** | | **Due Date** | | **Status** | | **Actions** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Discovery Call** | | *Who is responsible for the milestone?* | | *Who else is contributing?* | | *When is it due?* | | *Current status* | | *What actions are outstanding?* | |
| **Demo** | |  | |  | |  | |  | |  | |
| **POC** | |  | |  | |  | |  | |  | |
| **Proposal** | |  | |  | |  | |  | |  | |
| **Contract Negotiation** | |  | |  | |  | |  | |  | |
| **Security & Compliance** | |  | |  | |  | |  | |  | |
| **Finalise Contracts** | |  | |  | |  | |  | |  | |
| **Go Live** | |  | |  | |  | |  | |  | |

**Resources.**

| **Resource** | | **Resource Type** | | **Owner** | | **Available From** | | **Status** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *What is the resource called?* | | *What type of resource is it?* | | *Who owns/manages the resource?* | | *When is it available?* | |  | |
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| **Ready for dedicated MAP software?** |
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| [**Use a mutual action plan as part of your digital sales room with GetAccept**](https://www.getaccept.com/product/mutual-action-plan) |