

**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?* |

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 **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) |