Name	Customer	Program Manager	SOW Synopsis	Contract Timeline and Duration
Opportunity Name	Customer Name	Company Program Manager by Name	Top level description of the opportunity in several sentences/paragra phs	Contract description - duration and when it begins/ends

	Janua	February		
Action- Note the action here	Assignee- Who has the action - by name	Status- What has been done? Is it open? Completed?	Action-	Assignee-
Action- Note each action individually.	Assignee- Who is responsibl e for this action	Status of this action.		

		March			April			May	
Status-	Action-	Assignee-	Status-	Action-	Assignee-	Status-	Action-	Status-	
_		_		_	_	_	_	_	

Next Steps

		June			July			August
Assignee-	Action-	Assignee-	Status-	Action-	Assignee-	Status-	Action-	Assignee-
					_		_	

	September			October			November		
Status-	Action-	Assignee-	Status-	Action-	Assignee-	Status-	Action-	Assignee-	

		Additional Comments		
Status-	Action-	Assignee-	Status-	Note any additional comments here.