



CONTRACT ACTION PLAN

Contract Title: _____

Contract Number: _____

P.O. Number: _____

Contract Period: _____

Start Date: _____

End Date: _____

Contractor Contact: _____

Contract Administrator (CA): _____

Buyer: _____

Implementation Date: _____

| Contract Obligations <small>(Deliverables: Quality, Quantity, Price Place, Time)</small> | Responsible Party | Required Actions <small>(communicate, observe, document)</small> | Frequency | Notes |
|---|----------------------|---|-----------|-------|
| Example | Contractor | 1. | On-Going | |
| | CA | 1. | Monthly | |
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