**CTR 20xxx Delivery Date: XX/XX/XXXX Budget $xxxxxx**

**Please submit your monthly report via email to Femke (**[**femke@theooc.us**](mailto:Jonathan@theooc.us)**) with a copy to the Joseph Gomes (**[**joe@theooc.us**](mailto:joe@theooc.us)**) Project Manager and to the Champion by the 26th. The report should be named as follows: YYYY MM\_CTR 20xxx\_Company Name**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **20xxx: [Project Title]**  To be added for each project by contractor:  **One liner**  **Short Abstract** | | | | | |
| Contractor | | Email | | | Phone |
|  | |  | | |  |
| Champion | | Email | | | Phone |
|  | |  | | |  |
| Project Manager | | Email | | | Phone |
| Joseph Gomes | | joe@theooc.us | | | (832)-636-7448 |
| **2020**  **2021** | | | | | |
| **January**  **February**  **March** | **April**  **May**  **June** | | **July**  **August**  **September** | **October**  **November**  **December** | |
| **Activity Summary & Accomplishments**: | | | | | |
| **Activities Planned Next Month**: | | | | | |
| **Corrective Action**: | | | | | |
| **Amount Expended:** | | | | | |
| **Percent Completed:** | | | | | |