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

**Please submit your monthly report via email to Femke (****femke@theooc.us****) with a copy to the Joseph Gomes (****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 |
| [x]  **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:**  |