Stoplight Chart

*Use it for significant milestones in chronological sequence so that everyone can see progress easily in one place. This chart contains example content, but you can customize it to suit your needs.*

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| --- | --- |
| Activity  | Status***(fill with green, yellow, or red as appropriate)*** |
| Revise proposal to respond to reviewer comments |  |
| Final editing |  |
| Final formatting |  |
| Compliance check |  |
| Senior executive approval |  |
| Print first copy and check all pages |  |
| Print remaining copies |  |
| Assemble proposal volumes |  |
| Check all volumes for completeness |  |
| Wrap and ship proposal volumes |  |
| Confirm delivery |  |

**Green** = Completed on time

**Yellow** = Risk of late completion

**Red** = Behind schedule