

BASIC CONTRACT MANAGEMENT CHECKLIST

This checklist guides to evaluate your organization's current contract management process. By completing this checklist, you can evaluate your strengths, identify potential areas for improvement, and take proactive steps to enhance the overall effectiveness of your contract management practices.

	YES	NO
CONTRACT CREATION		
Is there a defined process for initiating contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated person or team responsible for drafting contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Are specific tools or software used for contract creation?	<input type="checkbox"/>	<input type="checkbox"/>
CONTRACT APPROVAL		
Is there a formal approval process for contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated authority responsible for approving contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Are there established criteria for contract approval?	<input type="checkbox"/>	<input type="checkbox"/>
CONTRACT STORAGE AND ACCESS		
Are contracts stored in a centralized location?	<input type="checkbox"/>	<input type="checkbox"/>
Is access to contracts managed in a controlled manner?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a systematic method for segregating contracts based on their type or category within the storage system?	<input type="checkbox"/>	<input type="checkbox"/>
CONTRACT RENEWAL AND EXPIRY		
Are notifications sent for contract renewals?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated person or team responsible for contract renewals?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a process for handling expired contracts?	<input type="checkbox"/>	<input type="checkbox"/>
CONTRACT AMENDMENTS		
Is there a process for handling expired contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated authority for approving amendments?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a documented process for amendments?	<input type="checkbox"/>	<input type="checkbox"/>
PERFORMANCE MONITORING		
Is contract performance monitored regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are key performance indicators (KPIs) used for contract evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
Are actions taken in the case of non-compliance?	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE MONITORING

Is contract performance monitored regularly?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Are key performance indicators (KPIs) used for contract evaluation?

<input type="checkbox"/>	<input type="checkbox"/>
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Are actions taken in the case of non-compliance?

<input type="checkbox"/>	<input type="checkbox"/>
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CONTRACT TERMINATION

Is there a defined process for terminating contracts?

<input type="checkbox"/>	<input type="checkbox"/>
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Is there a designated authority for initiating contract termination?

<input type="checkbox"/>	<input type="checkbox"/>
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Are there penalties or consequences for early termination?

<input type="checkbox"/>	<input type="checkbox"/>
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CONTRACT AUDITS

Are contract audits conducted at regular intervals?

<input type="checkbox"/>	<input type="checkbox"/>
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Is there a specific team or person responsible for conducting audits?

<input type="checkbox"/>	<input type="checkbox"/>
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Are multiple aspects of contracts audited?

<input type="checkbox"/>	<input type="checkbox"/>
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CONTRACT TRAINING AND AWARENESS

Is training provided on contract management processes?

<input type="checkbox"/>	<input type="checkbox"/>
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Are employees made aware of contract policies and procedures?

<input type="checkbox"/>	<input type="checkbox"/>
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Is there a process for handling expired contracts?

<input type="checkbox"/>	<input type="checkbox"/>
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VENDOR MANAGEMENT

Vendor Management Are relationships with vendors managed within contracts?

<input type="checkbox"/>	<input type="checkbox"/>
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Is there a vendor performance evaluation process?

<input type="checkbox"/>	<input type="checkbox"/>
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Are disputes with vendors resolved through a formal process?

<input type="checkbox"/>	<input type="checkbox"/>
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DATA SECURITY AND CONFIDENTIALITY

Is sensitive contract information protected?

<input type="checkbox"/>	<input type="checkbox"/>
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Are measures in place to ensure data confidentiality?

<input type="checkbox"/>	<input type="checkbox"/>
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Are relationships with vendors managed within contracts?

<input type="checkbox"/>	<input type="checkbox"/>
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CONTINUOUS IMPROVEMENT

Is feedback gathered on the contract management process?

<input type="checkbox"/>	<input type="checkbox"/>
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Are there mechanisms for continuous improvement in contract management?

<input type="checkbox"/>	<input type="checkbox"/>
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Have lessons been learned from past contract experiences?

<input type="checkbox"/>	<input type="checkbox"/>
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