

# CONTRACT LIFECYCLE MANAGEMENT IMPLEMENTATION CHECKLIST

Navigating the complexities of modern contract management requires a strategic approach. Evaluate your organization's readiness for effective CLM implementation with this comprehensive checklist.

	YES	NO
<b>PROCESS FOUNDATION</b>		
Have you identified and documented your existing contract management processes?	<input type="checkbox"/>	<input type="checkbox"/>
Are there clear roles and responsibilities for contract management within your organization?	<input type="checkbox"/>	<input type="checkbox"/>
Have you conducted a risk assessment to identify potential vulnerabilities in your current processes?	<input type="checkbox"/>	<input type="checkbox"/>
Is your delegation of Authority for both contract review, approval, and signature in place?	<input type="checkbox"/>	<input type="checkbox"/>
How are you planning to better your cross functional Collaboration?	<input type="checkbox"/>	<input type="checkbox"/>
<b>TECHNOLOGY INFRASTRUCTURE</b>		
Does your organization currently use any contract management tools or software?	<input type="checkbox"/>	<input type="checkbox"/>
Is your existing CLM tool able to administer your contracts efficiently?	<input type="checkbox"/>	<input type="checkbox"/>
Are you still struggling to manage your financial, operational, and regulatory risks that can arise through limited oversight of contracts, or poor contract management	<input type="checkbox"/>	<input type="checkbox"/>
Are your existing tools integrated with other relevant systems such as CRM or ERP?	<input type="checkbox"/>	<input type="checkbox"/>
Is your IT infrastructure capable of supporting a new CLM system?	<input type="checkbox"/>	<input type="checkbox"/>
<b>STAKEHOLDER INVOLVEMENT</b>		
Have you identified key stakeholders involved in the contract management process?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated project team for the CLM implementation, representing legal, procurement, and IT?	<input type="checkbox"/>	<input type="checkbox"/>
Have you communicated the benefits of CLM to all relevant stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>
Have you witnessed any change or benefit after striding into the CLM automation world?	<input type="checkbox"/>	<input type="checkbox"/>
<b>DATA AND DOCUMENT MANAGEMENT</b>		
Is your contract data currently centralized and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Have you assessed the quality and accuracy of your existing contract data?	<input type="checkbox"/>	<input type="checkbox"/>
Are there measures in place to ensure data security and compliance with privacy regulations?	<input type="checkbox"/>	<input type="checkbox"/>

Does your existing CLM tool control document versioning as and when new documents are uploaded during review or negotiation process, allowing you to always work with the most recent document?

 

Does your existing tool empower the users to make edits in the document even outside the CLM tool?

 

Does your existing CLM tool allow you to use instant metadata searches to collect and filter through contracts

 

## TRAINING AND CHANGE MANAGEMENT

Do you have a training plan in place for users adopting the new CLM system?

 

Have you identified potential resistance points and developed strategies for change management?

 

Is there ongoing support and resources for users as they transition to the new CLM system?

 

Do you have regular cadences with the SPOC of your existing CLM service provider who addresses the queries or concerns of the users

 

Do you have regular review sessions to monitor the progress made against each milestone discussed during the kickoff meeting?

 

## LEGAL AND COMPLIANCE CONSIDERATIONS

Have you conducted a legal review to ensure that contract templates and clauses comply with relevant regulations?

 

Are there mechanisms in place for tracking regulatory changes affecting contracts?

 

Does your CLM system have the capability to generate compliance reports?

 

## CONFIGURABILITY, SCALABILITY AND FUTURE-PROOFING

Does your existing CLM tool tailor their software to your specific or unique business processes?

 

Have you considered the scalability of the chosen CLM system to accommodate future growth?

 

Is the CLM system flexible enough to adapt to changes in your organization's processes?

 

Have you evaluated the vendor's commitment to ongoing updates and support?

 

## PERFORMANCE METRICS AND CONTINUOUS IMPROVEMENT

Have you defined key performance indicators (KPIs) to measure the success of the CLM implementation?

 

Is there a process in place for continuous improvement based on user feedback and system performance?