



Contract Management Checklist

- ✓ **Security.** This one is obvious, but it's still the one that should be at the top of your list.
- ✓ **Cloud based.** Access. Protection. Ease of Use.
- ✓ **Search feature that relies on optical character recognition (OCR).** Make sure you can find everything...even in scanned documents.
- ✓ **Track all contract dates, even those that are automatically renewed.** Handle auto-renewals and all the different dates you need to track, easily.
- ✓ **Easy email alerts.** Reminders for all key dates, not just renewals. Send to whoever you want—not just system users.
- ✓ **Track all your key formats.** Make sure you know what you want to track. Then make sure the system can handle it.
- ✓ **User management.** This should be easy and give you the control you need. How finely/broadly do you want to share/restrict access?
- ✓ **Integrations.** Integrations make life easier. What's important? DocuSign? Salesforce? Single Sign On?
- ✓ **Simple onboarding.** How easy is it to use your existing data? To configure the system? To get going? Do you need someone to pull data out of your contracts for you?
- ✓ **Organization.** How do you need to report out on your data? Summarize or track contracts? Make sure you can slice and dice and easily track what you need.
- ✓ **Multiple ways to add contracts.** The harder it is to add contracts, the less anyone will do it. Make sure it's easy to get contracts in the new system from your main entry points, whether that's a scanner, email or DocuSign.
- ✓ **Contract repository size.** Make sure the system has enough room to grow for 3+ years. You don't want to be doing this again this time next year!
- ✓ **Easily Configurable.** If you need to customize the system, make sure you can do it easily. You don't want to call the vendor for every change, or have to have a dedicated/trained person on your IT team.
- ✓ **Simple Reporting.** Do you want to learn SQL? Or can you easily pull up the information you need and export it into Excel?

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(Contract Management Checklist continued)

- ✓ **Ease of Use.** The more people that are going to use the system, the easier it needs to be. You'll know this when you find it!
- ✓ **Affordable.** Make sure you look at the total cost of ownership. Are there hidden implementation, training, upgrade fees, etc? How much will it cost you internally to manage this?

Other Features. The above are the features that any good SMB contract repository should have. There are some other features that might be required, but often come with strings or complications. Be careful!

Authoring. Is Word or Google Docs good enough? Do you create enough contracts to need this?

E-signature. Is integration with another tool better? Or do you want it as part of your CMS? If it's part of the CMS will everyone in your org be willing to use that?

Red-lining. Again, can your existing systems work for this? Is there a good reason to move off of them?

Workflow automation/approvals. What do you really need here? Will it be worth the feed/caring of this system? Will the organization get onboard with using it? Are you planning for the change management?

NOTES:

Make sure I take a closer look at ContractSafe. Maybe set up a demo? www.contractsafes.com/demo.