

Table 1

Category	Considerations	Example	Template Needed	Message to Convey	RACI
Core Contractual Elements	Product/Service List	Detailed list of all products or services covered by the contract, including specifications, quantities, and unit prices.	Contract Scope Document	Clearly define the scope of the contract, including deliverables, timelines, and performance metrics.	R - Procurement, A - Contract Owner, C - End Users, I - All
	Pricing and Rebates	Outline of all pricing models, discounts, and additional fees, including rebate programs, eligibility criteria, and payment terms.	Pricing Schedule	Clearly communicate pricing terms, payment schedules, and any applicable discounts or rebates.	R - Procurement, A - Contract Owner, C - Finance, I - All
	Quality Standards	Specific quality standards and metrics, such as ISO 9001 certification or compliance with industry-specific regulations.	Quality Assurance Plan	Outline the quality standards and procedures that will be followed to ensure the successful delivery of the contract.	R - Contract Owner, A - Procurement, C - End Users, I - All
	Delivery Timelines	Detailed delivery schedule with specific dates and timeframes, including penalty clauses for late or non-delivery.	Delivery Schedule	Clearly communicate the expected delivery dates and any potential milestones or deadlines.	R - Procurement, A - Contract Owner, C - End Users, I - All
	Performance Monitoring and KPIs	Key performance indicators (KPIs) to track contract performance, such as on-time delivery, customer satisfaction, and defect rates.	Performance Monitoring Plan	Outline the process for monitoring contract performance and reporting on KPIs.	R - Contract Owner, A - Procurement, C - End Users, I - All
	Country-Specific Considerations	Regulatory compliance, localization requirements, and any other country-specific adaptations needed, such as language translation or currency conversion.	Country-Specific Compliance Matrix	Ensure compliance with all relevant local laws and regulations.	R - Legal, A - Contract Owner, C - N/A, I - All
	Discount Structure	Clearly defined discount levels based on volume or other factors, along with eligibility criteria.	Discount Schedule	Clearly communicate discount terms and eligibility criteria.	R - Procurement, A - Contract Owner, C - Finance, I - All
Operational & Technical Aspects	Delivery Terms	Specified shipping methods, carriers, and insurance coverage requirements.	Shipping and Logistics Plan	Outline the shipping and logistics plan, including transportation methods, insurance coverage, and tracking information.	R - Procurement, A - Contract Owner, C - End Users, I - All
	Production Timelines	Estimated production timeframes and capacity planning to meet demand.	Production Schedule	Outline the production schedule, including key milestones and deadlines.	R - Supplier, A - Contract Owner, C - N/A, I - All
	Technical Specifications	Detailed technical specifications for products or services, including system integration requirements.	Technical Specifications Document	Clearly define the technical requirements for the products or services.	R - Contract Owner, A - IT, C - End Users, I - All
	Data Security and Privacy	Data security and privacy standards and requirements, such as data encryption and access controls.	Data Security and Privacy Policy	Outline the data security and privacy policies that will be followed to protect sensitive information.	R - IT Security, A - Contract Owner, C - N/A, I - All
Contract Management Tools and Templates	Contract Management Tools	Utilize contract management software to streamline processes and ensure compliance.	Contract Management Tool Implementation Plan	Outline the plan for implementing and using the contract management tool.	R - Contract Management, A - Contract Owner, C - N/A, I - All
	Templates	Use templates for regular status reports, meeting minutes, change orders, and other relevant documents.	Template Library	Provide a library of templates for various contract management documents.	R - Contract Management, A - Contract Owner, C - N/A, I - All
Legal & Compliance	Legal Review	Ensure the contract is reviewed and approved by legal counsel.	Legal Review Checklist	Ensure that all legal requirements are met.	R - Legal, A - Contract Owner, C - N/A, I - All
	Contract Signatures	Obtain original signed copies of the contract from all parties.	Signature Page	Provide a clear and concise signature page for all parties to sign.	R - Contract Owner, A - Legal, C - N/A, I - All
	Insurance Requirements	Specify insurance coverage requirements for both parties, such as liability insurance and property insurance.	Insurance Certificate	Provide proof of insurance coverage.	R - Procurement, A - Contract Owner, C - N/A, I - All
	Intellectual Property Rights	Clearly define ownership and usage rights for intellectual property, such as patents, trademarks, and copyrights.	Intellectual Property Rights Agreement	Outline the intellectual property rights associated with the contract.	R - Legal, A - Contract Owner, C - N/A, I - All
	Payment Schedule	Outline due dates and payment terms, including invoice submission and processing guidelines.	Payment Schedule	Clearly communicate payment terms and deadlines.	R - Finance, A - Contract Owner, C - N/A, I - All
	Tax Responsibilities	Clarify tax responsibilities and applicable tax rates.	Tax Compliance Statement	Ensure compliance with all applicable tax laws and regulations.	R - Finance, A - Contract Owner, C - N/A, I - All
	Currency Exchange Rates	If applicable, specify the exchange rate to be used.	Currency Exchange Rate Agreement	Clearly communicate the currency exchange rate and any applicable fees or charges.	R - Finance, A - Contract Owner, C - N/A, I - All
Risk Management & Contingency Plan	Change Order Process	Establish a clear process for managing changes to the contract, including approval authorities, documentation requirements, and impact assessments.	Change Order Process	Outline the process for requesting, reviewing, and approving change orders.	R - Contract Owner, A - Procurement, C - N/A, I - All
	Dispute Resolution	Define dispute resolution procedures, including mediation, arbitration, or litigation.	Dispute Resolution Clause	Clearly outline the dispute resolution process.	R - Legal, A - Contract Owner, C - N/A, I - All
	Force Majeure	Include a clause addressing unforeseen circumstances that may impact contract performance, such as natural disasters or pandemics.	Force Majeure Clause	Clearly define the events that constitute force majeure and the procedures for handling such events.	R - Legal, A - Contract Owner, C - N/A, I - All
	Termination Clause	Specify the conditions under which the contract can be terminated by either party, including notice periods and termination fees.	Termination Clause	Clearly outline the conditions for contract termination.	R - Legal, A - Contract Owner, C - N/A, I - All
	Emergency Procedures	Outline emergency contact information and procedures for responding to emergencies, such as natural disasters or security breaches.	Emergency Procedures Plan	Outline the emergency procedures to be followed in case of an emergency.	R - Security, A - Contract Owner, C - N/A, I - All
Additional Considerations for Contract Implementation	Communication	Establish clear communication channels between all parties involved in the contract.	Communication Plan	Outline the communication plan, including who is responsible for communication, the frequency of communication, and the methods of communication.	R - Contract Owner, A - Project Manager, C - All, I - All
	Training	Provide training to relevant personnel on the contract terms and conditions.	Training Plan	Outline the training plan, including the topics to be covered, the training materials, and the delivery method.	R - HR, A - Contract Owner, C - Relevant Personnel, I - N/A
	Monitoring and Reporting	Implement a system for monitoring contract performance and generating regular reports.	Monitoring and Reporting Plan	Outline the plan for monitoring contract performance and generating regular reports.	R - Contract Owner, A - Project Manager, C - End Users, I - All
	Risk Management	Continuously assess and manage risks associated with the contract.	Risk Management Plan	Outline the risk management plan, including the identification, assessment, and mitigation of risks.	R - Project Manager, A - Contract Owner, C - N/A, I - All
	Collaboration	Foster collaboration between all parties to ensure successful contract implementation.	Collaboration Plan	Outline the plan for collaboration between the different parties involved in the contract.	R - Project Manager, A - Contract Owner, C - All, I - All