

Creating Your Playbook: Contract Management Secrets for Success

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Overview

- Keeping your contract management process smooth
- Creating templates and master agreements
- Creating and updating playbooks and checklists
- Systems and methods for better contract management

Why focus on contract management?

Getting Started

- Ask Questions!
 - Analyze Where You Are
 - Think About Where You Want To Be
- Know Your Timeline
- Catering Audience
- Decide On Your Toolkit and Tools
- Using Outside Counsel and Internal Teams

Implementation

- Training
- Authority and Escalation
- Creating an Efficient Conflicts Process

Evolving and Reviewing

- Constantly Evolve!
 - Create your recalibration process early
- Check in with your team

Using Technology

- Tracking
- Forms
- Integration

Wrap-up

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