

Contract Management Plan Template

Effective Date:

This Contract Management Template is intended to provide a structured record for monitoring and administering a contract throughout its lifecycle. It serves as an internal management document and does not replace or amend the underlying contract.

1. Contract Information

Contract Title:

Contract Reference Number:

Contract Type:

Effective Date:

Expiration Date:

Renewal Terms:

Current Status:

2. Parties

Party One:

Primary Contact:

Title:

Email:

Phone:

Party Two:

Primary Contact:

Title:

Email:

Phone:

3. Contract Summary

Purpose of the Contract:

Key Deliverables or Services:

4. Key Dates

Milestone	Date	Status
Contract Execution		
Service Start		
Review Date		
Renewal Notice Deadline		
Contract Expiration		

5. Financial Information

Item	Details
Contract Value	
Payment Terms	
Billing Frequency	
Currency	

6. Responsibilities

Responsibility	Assigned to
Contract Owner	
Business Manager	
Legal Contact	
Finance Contact	

7. Performance Monitoring

Performance reviews should be conducted as needed to verify that contractual obligations are being met.

Any significant issues, delays, or corrective actions should be recorded below.

Performance Notes:

8. Risk and Compliance

Record any identified contractual risks, compliance requirements, or outstanding obligations that require monitoring.

Notes:

9. Amendments and Changes

Any amendments, extensions, or other modifications to the underlying contract should be documented below.

Date

Description of Change

Approved By

10. Document Storage

Contract Location:

Supporting Documents:

11. Review and Approval

The responsible contract owner confirms that the information recorded in this template is accurate to the best of their knowledge and will be updated as necessary during the contract lifecycle.

Contract Owner

Name:

Date: