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**Contract Review and Management Survey**

**Purpose:**

This survey evaluates the organization’s contract management processes, identifies gaps in compliance, and ensures all contracts are up-to-date and aligned with current regulations and business goals.

**Contract Inventory**

1. **Are all active contracts reviewed and updated for the new year?
☐** Yes
☐ No
☐ In Progress
2. **Do you have a clear inventory of all active contracts within your department?
☐** Yes
☐ No
☐ Partially
3. **How confident are you that no critical contracts are missing from the inventory?
☐** Not Confident
☐ Slightly Confident
☐ Neutral
☐ Confident
☐ Very Confident

**Contract Compliance**

1. **Have all contracts been reviewed for compliance with current legal and regulatory requirements?
☐ Yes
☐ No
☐ In Progress**
2. **Are there any contracts that require immediate renegotiation due to legal or business changes?
☐** Yes
☐ No
**If yes, please list the contracts:**
3. **Do all contracts include clear terms and conditions regarding liability, confidentiality, and dispute resolution?
☐** Yes
☐ No
☐ Not Sure

**Contract Management Process**

1. **How would you rate the current process for managing contract renewals and expirations?**☐ Very Poor
☐ Poor
☐ Neutral
☐ Good
☐ Excellent
2. **Are there automated tools in place for tracking contract deadlines and renewals?
☐** Yes
☐ No
☐ In Progress
3. **How effective is the organization at ensuring all contracts are reviewed before execution?
☐** Very Ineffective
☐ Ineffective
☐ Neutral
☐ Effective
☐ Very Effective

**Risk Assessment**

1. **Are there any contracts that pose a significant legal or financial risk?
☐** Yes
☐ No **If yes, please describe:**
2. **Do you feel the organization has sufficient safeguards in place to mitigate risks associated with contracts?
☐** Strongly Disagree
☐ Disagree
☐ Neutral
☐ Agree
☐ Strongly Agree
3. **Are there any high-value or high-priority contracts that require additional oversight this year?
☐** Yes
☐ No
**If yes, please specify:**

**Future Improvements**

1. **What improvements do you suggest for streamlining the contract review and approval process?**
2. **Are there any additional resources or tools needed to improve contract management?
☐ Yes
☐ No
If yes, please describe:**
3. **Is there anything else you would like to share about contract management practices within the organization?**

**Instructions for Completion:**

* This survey is intended for legal teams, contract managers, and department heads responsible for overseeing contracts.
* Responses will help ensure contracts are legally compliant, risks are minimized, and contract management processes are efficient.
* Please be as specific as possible in open-ended fields to assist in identifying actionable steps.

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