



Introducing contract management in your company

You want to get started with contract management, but don't know where to start? Use our step-by-step plan and you are bound to find the best solution for your needs!

First things first: before choosing a specific technology, it is crucial to gain more insight into your staff and business processes. You could have the best tool on the market, but if nobody uses it, it won't help you.

That is why you should start at the beginning: get an understanding of the current contract management process. What works and what doesn't? What is your actual motivation to implement software?

1. You are looking for a proactive way to improve or automate business processes and collaboration.
2. You have taken on a new role and want to improve current processes and systems.
3. Your company is growing quickly and want more control over all contracts and agreements made.

Once you have found the answers to these questions, let us take the first step to more efficiency.

1. Get a buy-in in your organization

Make sure key stakeholders are engaged before you spend too much time and energy looking at different solutions. Consult the people responsible for contract management. Specifically, ask them for input and identify which day-to-day tasks within the contract lifecycle could be improved.

2. Determine who will be involved and affected by the new solution

Contract management impacts different individuals, departments and branches in your organization. Try to involve the most important stakeholders in the decision-making process. Who is affected by the software and who is involved in the decision-making process? Find out how a solution would make their lives easier. This will also give you an idea of the number of users that need access to the tool. Are you looking for a solution that eases the work of the legal team? Or that of several departments? Or the entire organization?

3. Determine how many contracts need to be digitalized

Whether you want to digitally manage all existing or only new contracts, collect as many as you can find with our **Business Contracts Checklist**. This will give you an idea on the current situation. Make sure you can retrieve and consult all contracts, agreements and documents, so you can immediately reap the benefits of the contract management system once it is in place.

4. Decide on what you want to achieve with an online solution

There are dozens of contract management systems on the market, but each one focuses on different phases of the contract lifecycle. Therefore, we recommend making a list of the must-have and nice-to-have **features** you desire to use in the future. This will help you prepare for future meetings with a series of vendors. The list of features should be based on your specific needs and objectives. If you have numerous contracts but no in-house capacity or know-how to follow up on them correctly, check how contract management services can support you. If you want to know more about contract management support, you can contact us via www.contractify.io.

5. Determine your budget

As with any decision, the choice for a particular CMS will depend heavily on the budget. It is therefore advisable to determine your **budget** in advance. With a clear budget in place, you can focus on finding the right solution.

6. Match the available solutions to your needs

Look for solutions that will have most impact on your specific contract management needs. This will allow you to reach your objectives as quickly as possible. Fortunately, there is a right solution for everyone. If you want to discover how Contractify fits your needs, **try it for free** or **schedule a demo** with one of our experts via www.contractify.io

7. Convince management with a demo of your desired solution

It is important for stakeholders to get a complete picture of the tool and the opportunity to ask all their questions. With a **demo adapted to the needs of the organization**, you pave the way towards the final step: the decision.

