

CLM Readiness Checklist

A practitioner's pre-flight check for contract lifecycle management programs

Most CLM programs underperform for reasons that were visible before the platform was ever selected: stakeholders who never aligned, teams that were never prepared, and processes that were never designed. This checklist covers the twenty readiness checks Swiftwater practitioners recommend before any CLM evaluation begins. Work through all three dimensions; a gap found here costs a conversation, while the same gap found mid-implementation means heart-burn, lost credibility and months of wheel spinning.

20 Point Checklist

01 STAKEHOLDER BUY-IN

- ☐ Identify the key stakeholders and decision owners for the CLM program
- ☐ Communicate the vision and benefits clearly to gain support
- ☐ Build a stakeholder engagement plan covering the full implementation
- ☐ Prepare answers for likely concerns and objections
- ☐ Tie the value proposition to the organization's strategic goals
- ☐ Line up training and resources so stakeholders understand the system's capabilities

02 PEOPLE READINESS

- ☐ Assess current skills and identify contract-management knowledge gaps
- ☐ Build a training plan covering system use, best practices, and compliance
- ☐ Define clear user roles and responsibilities
- ☐ Stand up a change-management strategy for new processes and tools
- ☐ Create a mechanism for user feedback and suggestions
- ☐ Identify and empower internal champions

03 PROCESS READINESS

- ☐ Evaluate existing contract management processes end to end
- ☐ Map the ideal future-state process the CLM must support
- ☐ Standardize templates, approval workflows, and compliance checks
- ☐ Identify automation opportunities across the lifecycle
- ☐ Plan the migration of existing contract data
- ☐ Define the integration strategy with adjacent systems (ERP, CRM, DMS)
- ☐ Set KPIs to measure process effectiveness
- ☐ Document the updated processes and procedures

04 ADDITIONAL READING

- › **Do You Need a Dedicated CLM?** <https://swiftwaterco.com/insights/contract-lifecycle-management-101/>
- › **The 7 Stages of Contract Lifecycle Management** <https://swiftwaterco.com/insights/contract-lifecycle-management-best-practices/>
- › **How to Choose a CLM Vendor** <https://swiftwaterco.com/insights/how-to-choose-clm-vendor/>
- › **CLM Readiness and Change Management** <https://swiftwaterco.com/insights/clm-readiness-and-change-management/>

PUT THE CHECKLIST TO WORK

Swiftwater & Company's practitioners have delivered CLM programs for mid to Fortune sized clients globally. Every engagement is led by a named senior practitioner, and every engagement brings proprietary success frameworks. Our experienced practitioners help you deliver a successful CLM selection and implementation the first time.

Contract Management Services

<https://swiftwaterco.com/solutions/contract-management/>

CLM Discovery Sprint

<https://swiftwaterco.com/solutions/contract-management/discovery-sprint/>

Talk to a practitioner: <https://swiftwaterco.com/contact/>