Swiftwater & Company

CONTRACT LIFECYCLE MANAGEMENT CHECKLIST · OCTOBER 2026

MSA Review Tracking Checklist

What to record for every master service agreement

The fields a legal or contract operations team captures in its repository for each master service agreement, so renewals, notice deadlines, linked statements of work, and obligations are tracked instead of remembered.



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BEFORE YOU START

How to use this checklist

Use one record per master service agreement. Capture the fields when the agreement is signed, then review the record on a set cadence. The checklist is organized in the order most teams complete it.

> **READ BEFORE USING**
>
> This checklist is an operational aid for tracking and routing contracts. It is provided for general information only. It is not legal advice and contains no contract language; your counsel decides what your agreements say.
>
> Field names vary by CLM platform. Map each item to the field, document type, or workflow step your system uses, and drop what does not apply.
>
> Dates and notice periods are recorded exactly as the signed agreement states them. Where a value is unclear, flag the record for legal review rather than interpreting it.

1. Parties and identifiers

- ☐ Legal entity names for both parties, exactly as signed
- ☐ Affiliates or business units covered by the agreement
- ☐ Internal business owner and contract owner in legal
- ☐ Counterparty contact for notices and day-to-day management
- ☐ Agreement ID in the CLM, and the vendor or customer ID in the ERP or procurement system

2. Term, renewal, and notice

- ☐ Effective date and initial term end date
- ☐ Renewal type as stated in the agreement (automatic or by action) and renewal term length
- ☐ Notice period for non-renewal, in days, and the calculated notice deadline
- ☐ Any other notice periods the agreement states, recorded as values with their clause reference
- ☐ Reminder owner and reminder dates set in the system

> **NOTICE DEADLINE ARITHMETIC**
>
> Notice deadline = term end date minus the notice period. Set reminders at 90, 60, and 30 days before the notice deadline, not before the term end date. Most missed renewals are missed at the notice deadline.

3. Governing documents

- ☐ Location of the executed MSA (the signed copy, not a draft)

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- ☐ Amendments and addenda, each linked to the MSA record with its effective date
- ☐ Order of precedence: the clause reference that says which document controls, recorded for routing
- ☐ Related agreements on separate records and linked: NDA, data processing agreement, security schedule

4. Commercial terms (as recorded values)

- ☐ Location of the pricing schedule or rate card
- ☐ Payment terms in days and invoicing currency
- ☐ Purchase order numbers and cost center
- ☐ Committed spend, if any, and spend to date from finance

5. Obligations to track

- ☐ Insurance certificates and their renewal dates
- ☐ Security and privacy attestations the agreement requires, with due dates
- ☐ Reporting, service level reviews, or business reviews the agreement schedules
- ☐ Audit rights windows and any certification deadlines
- ☐ Owner and due date for each obligation, set as a tracked task

6. Approvals and execution

- ☐ Approval route followed and approvers recorded
- ☐ Signatory and signature date for each party
- ☐ Execution method (electronic or wet ink) and where the evidence is stored

7. Linked statements of work

Field	What to record	Why it matters
SOW ID and title	The identifier and a short title for each SOW under this MSA	Lets reports roll up spend and work by agreement
Owner	The business owner accountable for delivery	Routes acceptance and change requests
Start and end dates	As stated in the signed SOW	Drives milestone and end-date reminders
Value and status	Contract value and current status (active, complete, terminated)	Keeps the MSA view of commitments current
Change orders	Each change order linked to its SOW, with date and value	Shows how scope and cost moved over time

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8. Review cadence

- ☐ Annual review owner and next review date
- ☐ Last review date and the outcome recorded
- ☐ Issues log: disputes, service problems, or open questions for legal

ABOUT SWIFTWATER & COMPANY

Want contracts that run themselves?

Swiftwater's contract management practitioners map how contracts move through your organization, set up the repository fields, workflows, and reminders that keep agreements like these on track, and support the teams that use them after go-live. A discovery sprint is the usual starting point.

Our professionals have run contract operations in-house and work as named practitioners, from a free first conversation through delivery.

> TALK TO US
>
> **Contract management services:** swiftwaterco.com/solutions/contract-management/
>
> **Talk to a practitioner:** swiftwaterco.com/contact/
>
> **The guide behind this checklist:** What is a master service agreement (MSA)?

This document is for general information and education and is not legal advice; consult your own counsel on any contract or compliance question. You may adapt this checklist for your own use. If you believe any material in this document should be corrected, contact us through the contact form.

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