CONTRACT LIFECYCLE MANAGEMENT WORKSHEET

CLM Readiness Self-Assessment

Twenty questions across four dimensions

Score how ready your organization is for a contract lifecycle management platform, and see which gaps to close before you spend.



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BEFORE YOU START

How to use this worksheet

CLM readiness has four dimensions: process, data, stakeholders, and change capacity. A gap in any one of them predicts trouble, however strong the other three are.

Give each statement a score from 1 to 5. Score what is true today, and ask someone from another team to score it with you. You will learn as much from where you disagree as from the scores.

Score	What it means
1	Not started, or we do not know
2	Informal: it depends on who you ask
3	Partly written down or partly agreed
4	Written down and agreed
5	Written down, agreed, in use, and reviewed

> **A FIRST READ**
> This worksheet gives you a fast first read. A reliable score takes a closer look at each dimension, because “we think we are fine” is how organizations score themselves ready and then stall.

DIMENSION 1 OF 4

Process

Do you know how contracts move today, and is it written down?

#	Statement	Score (1 to 5)
1	Our current contract process is mapped from request through renewal, and the teams involved agree with the map.	
2	Our playbooks are written down, current, and used by the people who negotiate.	
3	Each clause library has a named owner and a regular review.	
4	Our contract templates are approved and version controlled.	
5	Workflows and routing, including who approves what, are written down and followed.	

Total for process (out of 25)	
Lowest score, and who will fix it	

What a low score usually means

A CLM will copy whatever process you give it. If people disagree today about templates or who approves what, that disagreement moves into the configuration workshops, where it costs more to settle.

Where to start

Pick your highest-volume contract type and walk it from request to signature with the people who handle it. Write down the owner, the system, and each handoff.

Read more

- How to Map Your Current Contract Lifecycle
- Contract Workflow Management: Routing, Approvals, Design
- Clause Libraries, Templates & Playbooks: How They Work in CLM

DIMENSION 2 OF 4

Data

Do you know where your contracts are, and how good the records are?

#	Statement	Score (1 to 5)
1	We know roughly how many contracts we hold and how many we add each year.	
2	We can name every place contracts are kept, including shared drives, inboxes, and business systems.	
3	We know what format they are in, including how much is scanned or on paper.	
4	We know how complete the key details are, such as parties, dates, and renewal terms.	
5	We have decided which system will hold the record of each contract.	

Total for data (out of 25)	
Lowest score, and who will fix it	

What a low score usually means

Weak data usually surfaces during migration, when the cost and the timeline start to move. WorldCC (formerly IACCM) found contract data scattered across an average of 24 systems in larger organizations.

Where to start

List every place contracts are kept. Then pull a small sample from each one and check whether you can find the parties, the dates, and the renewal terms.

Read more

- What Is a Contract Repository? Structure and Metadata
- How Legacy Contract Migration Drives Business Optimization And Compliance?
- CLM vs ERP, CRM and Document Management: Which System?

DIMENSION 3 OF 4

Stakeholders

Have the teams that own contracts agreed on who owns what?

#	Statement	Score (1 to 5)
1	Sales, procurement, IT, and legal have agreed who owns what across the contract lifecycle.	
2	Each lifecycle stage has one named owner.	
3	Enterprise platform owners in IT have committed time to the program.	
4	The people who do the work day to day are available for mapping, design, and testing.	
5	Legal's role in setting standards, and the business's role in running contracts, are both agreed.	

Total for stakeholders (out of 25)	
Lowest score, and who will fix it	

What a low score usually means

When ownership is unsettled, one team buys the system and the others have little reason to use it. Adoption suffers, and the contracts stay in the tools people already had.

Where to start

Put the seven lifecycle stages on one page and write a single owner beside each. Where two teams claim a stage, or nobody does, you have found your first conversation.

Read more

- Salesforce vs CLM vs ServiceNow: Where Should Contracts Live?
- What Does a Contract Manager Do?
- How to Choose a CLM Vendor (and Why Discovery Comes First)

DIMENSION 4 OF 4

Change capacity

Can the organization take on a new way of working right now?

#	Statement	Score (1 to 5)
1	An executive sponsor is named and active.	
2	We have defined who will change how they work, including people outside the legal team.	
3	We have the capacity to support those users through the transition.	
4	We can explain “What’s in it for me?” for each user group.	
5	Our plan covers awareness, desire, knowledge, ability, and reinforcement, in addition to training.	

Total for change capacity (out of 25)	
Lowest score, and who will fix it	

What a low score usually means

Teams overestimate this dimension more than any other. A training plan gets written and the launch date arrives, while the people expected to change have other priorities that quarter.

Where to start

Name the sponsor. Then write one sentence for each user group explaining what gets easier for them. If you cannot write that sentence, they will not be able to either.

Read more

- Is Your Team Ready for CLM? Readiness and Change Management
- CLM Implementation Plan: Phases, Timeline, and Pitfalls
- How Should You Pilot Contract Intake?

YOUR RESULT

Read your score

Add up each dimension and enter the totals below. A dimension counts as not ready if its total is below 18 out of 25, or if any statement in it scored a 1. A single 1 is enough because one missing basic, such as no executive sponsor, can stall the whole program even when everything around it looks fine.

Dimension	Total (out of 25)	Ready or not ready
Process		
Data		
Stakeholders		
Change capacity		

Count your “not ready” dimensions

Not ready	What to do
0	Proceed to requirements and vendor selection.
1	Proceed, and close that gap in parallel.
2	Pause and close the gaps first.
3 or 4	Stop. A platform bought now would land in an organization that is not prepared to adopt it.

An example

A legal department scores Process 20, Data 14, Stakeholders 19, and Change capacity 17. Data and change capacity are both below 18, so two dimensions are not ready and the team pauses. It spends the next few months locating its contracts and naming a sponsor, then scores itself again. The vendor conversations that follow are shorter, because the team knows what it needs.

NEXT STEPS

Turn your score into a plan

The worksheet tells you where the gaps are. Closing them takes practical, everyday work: agreeing who owns a stage, finding the contracts, writing down how approvals run, and getting a sponsor to spend time on it.

Most of this can start before anyone talks to a vendor, and it pays off whichever platform you choose. A self-review does have limits, because people tend to score the parts they run more kindly. An outside assessor knows which questions expose the gaps a team misses on its own.

If your gap is	Start with	See
You are not sure what to fix first	A fixed-fee 4 to 6 week diagnostic before you choose a platform	CLM Discovery Sprint
Process or ownership	Assessment, playbooks, approval design, and vendor-neutral selection	Contract Management Consulting
You already have a CLM that is not being used	Ongoing administration and a fractional CLM administrator	CLM Administration

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Talk to a practitioner: swiftwaterco.com/contact/

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