



THE SHELBY GROUP

# Contracts Management

PROGRAM OPTIMIZATION SERVICES

## Proactively manage compliance, supply chain risk and negotiated savings across the enterprise.

Contractual agreements, clauses, and terms and conditions serve as the foundation for business relationships. In today's increasingly litigious business environment, procurement organizations are being asked to become more proactive stewards of the Contracts Management process. Does your company need to improve its ability to manage contracts across the enterprise? An effective, enterprise-wide Contracts Management program can enable you to better manage contractual obligations, mitigate risks and save money.

**The Contracts Management Challenge:** It will take more than the right technologies to transform your company's ability to manage the contract lifecycle. It requires creating technology-enabled processes and workflows to more efficiently meet the needs of stakeholders and the ability to facilitate adoption among users who may be resistant to change.

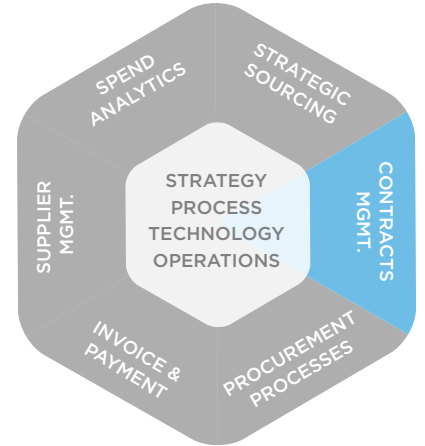
**Contracts Management Optimization Services:** Shelby can help you bring increased transparency and control to the Contracts Management lifecycle, from contract request and authoring through to negotiation, acceptance and termination. The Shelby team has the experience to help you better manage ongoing contract administration and increase savings through realization of discounts and terms. We can help you:

- Assess/refine/develop your Contracts Management strategy
- Build a centralized Contracts Repository
- Enable online authoring and electronic signatures
- Implement compliance and risk reduction processes
- Bring visibility to rogue processes and off-contract spending
- Create workflows for integrating Contracts Management into Strategic Sourcing and Supplier Management

**Business Benefits:** Shelby's Contracts Management Optimization Services can help you achieve these important business benefits:

- Speed contract authoring and approval
- Capture negotiated savings
- Reduce legal/compliance risks and costs
- Curtail savings leakage
- Decrease risk of fines and penalties

The Shelby Group leverages its deep understanding of enterprise procurement processes and technology to maximize savings and optimize business results throughout the procurement lifecycle. Whether you want to create sustainable procurement savings, maximize utilization of current tools, deploy or upgrade new software, move to the cloud, or outsource operations, partnering with Shelby pays off. To learn more, call 312.445.8500.



Overcome barriers to adoption and maximize compliance, performance and savings.

For more information, contact:  
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# Contracts Management Optimization Services

Your company's culture, business processes and technology infrastructure are unique. Choosing the right technologies for Contracts Management is no guarantee of success. In order to proactively manage compliance, supply chain risk and negotiated savings across the enterprise, you'll need an end-to-end strategy that is tailored for your company's success.

The following chart provides a high-level view of Shelby's Contracts Management Optimization Services.

To learn more about what we can do to help optimize your success, call 312.445.8500.

## PLAN

- Develop short- and long-term roadmaps
- Create project approach
  - Category selection rollout
- Identify challenges to executing a Contracts plan and mitigation alternatives
- Evaluate all internal stakeholders who will be directly or indirectly impacted
- Leverage technology to enable strategy and business results
- Document the "As Is" process
  - Existing contract templates, contract clauses and process flows

## DESIGN

- Define "To Be" Processes
- Development of Contracts Repository
- Enablement of Online Contracts Authoring
- Integration of Electronic Signatures Processes
- Development of Contract Compliance Process and Efficiencies
- Identification and Implementation of Risk Reduction Opportunities within the Contracts Process
  - Linking Sourcing to Contracts
  - Negotiations
  - Reporting and Metrics

## BUILD

- Evaluation of Technology Platforms
- Application Upgrades
- Data Integration and Cleansing
- Application Development
- Application Configuration (non-development)
- Creation of Test Scripts
- Testing
  - Test Plan
  - Application and User Testing
- Enhancement Requests/Break Fix
- Infrastructure/Architecture Planning

## PROGRAM AND CHANGE MANAGEMENT

- Change Management and Communication Plan
- Governance Model
- Create Standard Operating Procedure
- Go Live/Pilot Phase Support
- Administrator, Supplier and End-User Application and Process Training
- Documentation and User Guides
- Project Management
- Help Desk Support: System Administration, Technical and Operations
- Systems Administration Support
- Risk Management and Mitigation
- Contract Administration Lifecycle Management