CHECKLIST

CLM Implementation Checklist

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Steps and checkpoints that help lead to successful CLM implementation

81% of Legal teams plan to implement, replace, or add to contract automation over the next twelve months.

Introduction

So finally, you have decided to move from manual contract management to contract automation with an intelligent CLM solution? Congratulations! Implementing CLM technology, and ensuring its success, is a collective responsibility. Implementing any new software solution can be time-consuming and tiring.

A key component of the CLM journey is clearly defining roles and activities and forming a governance structure to monitor this program. A team that can take complete ownership of both implementation and adoption of the CLM system is vital for the program's success.

Every organization has a different level of CLM maturity. The CLM maturity process necessitates much work and coordination with many parties from the early phases without a CLM through advanced AI extraction and contracts analysis. However, regardless of your CLM process maturity level, the below checklist is a comprehensive guide for CLM implementation success.

CLM Implementation Checklist

Action Point	Brief	Status
Lay the groundwork	Evaluating the contracting process across the company will reveal unproductive contracting operations that a CLM system can immediately resolve.	☐
Map your processes	Clearly understand what improvements you want to undertake and how an upgraded CLM system will impact your workflows.	☐
Ask good questions (Refer to Appendix)	Take this into consideration before implementation to help guide you in the decisions you'll be questioned when you begin working with your vendor.	☐
Select the right technology	Companies can obtain a quick return on investment by selecting an experienced CLM partner with a track record of quick and effective implementations.	☐
Get the right people involved (Contract Management, Sales, Legal, Finance, Procurement, IT, Others)	Successful implementation with wide user adoption depends on buy-in from other areas of the business, as well.	☐
Define governance structure	A governance committee should be formed to monitor and remediate any issues that arise during the lifecycle of the CLM program.	☐
Invest in training	If using a service partner for implementation, rely on its certified trainers to help get the team up and running.	☐
Familiarize employees with the new system	Allow employees to acquaint themselves with the new system without being overwhelmed by complex features and functions right out of the gate.	☐

CLM Implementation Checklist

Action Point	Brief	Status
Determine Project Admins	For captaining the pre-implementation, data-gathering process and the implementation itself. Administrators help collect deliverables, keep team members on track, and operate as the final decision maker when configuring the system with your partner's implementation specialist.	☐
Fix and Access data to be tracked	Migrating contract documents is not as easy as 'drag and drop', information needs to be extracted from these documents to make them useful, Start by sanitizing your existing contract base by removing duplicates and archiving terminated contracts.	☐
Audit and optimize your contract templates	Optimization enables identifying the correct templates that help improve risk management and reduce implementation time.	☐
Enure post-implementation support	Post-implementation support needs to go beyond the technical features of system usage and focus equally on the processes that provide the operating landscape for the CLM.	☐

The cause of most failed CLM implementations is a lack of change management and senior sponsorship. CLM implementations demand considerable post-rollout support to overcome adoption challenges and to demonstrate meaningful change.



Appendix:

List of a few questions that you can ask your CLM vendor which can keep you focused on what's most important and help you understand the scope of the implementation.

Contract creation

- What types of contracts will be generated in the CLM solution?
- Which legacy contracts will be migrated into it?
- What is the existing, pre-approved language to be brought into the solution for the development of the initial clause library to ease contract assembly?

Contract approvals

- Who are the key personnel required by contract type?
- Who is the required approver at each step by contract type?
- Who will be required in rule-based circumstances with additional layers of approval to maintain efficient contract cycles? For example, who will approve discounts above threshold and changes to pre-approved clause language?

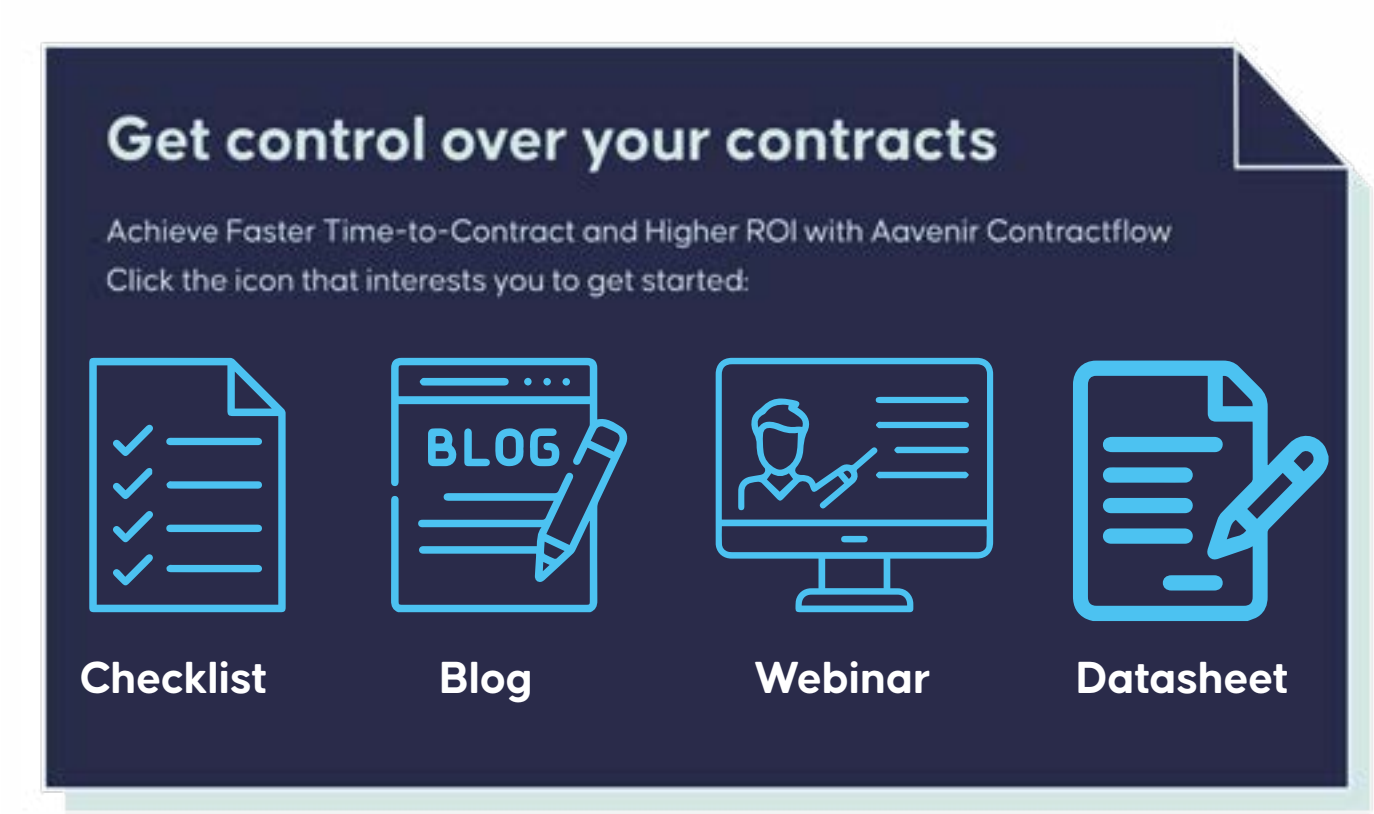
Reporting, discovery, and obligation management

- What is the standard, required metadata the team needs to capture to drive actionable reports and alerts?
- Which alerts and notifications are needed to drive revenue optimization and risk reduction through effective obligation management?

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About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions, including RFPflow, Onboardingflow, Contractflow, Obligationflow, and Invoiceflow. Built on ServiceNow, Aavenir solutions streamline procurement, legal, and accounts payable work processes using the latest technologies such as AI, ML, and NLP to

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