

Steps to automate the contract administrative process

The following slide highlights key steps such as file location, workflow, execution process, and performance to demonstrate the process of automating contract administration. This aids organizations in streamlining operations and reducing manual efforts for improved efficiency and compliance.

Step 1

Consolidating Files

- Identify current file locations and ownership
- Determine existing digital storage systems
- Gather templates and checklists for contracts
- Add text here

Step 2

Improve Contract Workflow

- Define departments for contract review
- Map the order for contract approval
- Create a library of legal resources
- Add text here

Step 3

Establish Contract Execution Process

- Use alerts for process efficiency
- Implement electronic signature processes
- Decide methods to distribute final contracts
- Add text here

Step 4

Monitoring Contract Performance

- Use dashboards for real-time data access
- Identify and address compliance issues
- Set alerts for milestones, invoicing, and renewals
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The Administrative Process In Britain

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