



ABiz Year-End Contract Review Checklist

Use this checklist to translate year-end insights into concrete actions for the year ahead.

It will help you:

- Identify and focus on priority contracts
- Apply insights as an ongoing working tool—not just a compliance exercise
- Build momentum by revisiting progress quarterly

1. Prepare & Align

- ☐ Identify the contracts in scope (e.g., top spend, highest revenue, highest risk)
- ☐ Confirm stakeholders involved (Legal, Procurement, Sales, Finance, Operations)
- ☐ Schedule a focused review session or working meeting
- ☐ Assign ownership for each contract or contract group (if not already aligned)

2. Validate Contract Inventory & Data

- ☐ Confirm all active contracts, amendments, and SOWs are captured
- ☐ Remove or clearly label expired, terminated, or superseded agreements
- ☐ Validate key metadata (term, renewal date, notice period, pricing, owner)
- ☐ Ensure contracts are accessible to appropriate stakeholders

3. Take Action on Renewals & Expirations

- ☐ Identify contracts renewing or expiring in the next 3–6 months
- ☐ Calendar notice deadlines and decision points
- ☐ Decide whether to renew, renegotiate, consolidate, or exit
- ☐ Initiate renewal or renegotiation discussions early
 - **Buy-side:** Engage sourcing and business owners on renewal strategy
 - **Sell-side:** Prioritize customers for early renewal or expansion outreach



4. Address Commercial & Financial Gaps

- ☐ Review pricing, discounts, and payment terms for continued relevance
- ☐ Confirm credits, rebates, and adjustments have been applied
- ☐ Resolve invoice or payment discrepancies
- ☐ Identify cost-saving or revenue-recovery opportunities

5. Resolve Performance & Obligation Issues

- ☐ Confirm delivery of key obligations, milestones, and SLAs
- ☐ Document performance outcomes and unresolved issues
- ☐ Close out disputes or define remediation plans
- ☐ Prepare performance summaries to support renewals or negotiations

6. Reassess Risk & Compliance

- ☐ Review contracts for compliance with current laws and policies
- ☐ Reassess liability, indemnity, data protection, and security terms
- ☐ Identify contracts requiring updates due to regulatory or business changes
- ☐ Escalate high-risk contracts for remediation or renegotiation

7. Capture & Apply Lessons Learned

- ☐ Hold a retrospective with key contracting stakeholders
- ☐ Document contract terms that caused friction or confusion
- ☐ Identify provisions that should be clarified or added in future agreements
- ☐ Note vendor/customer patterns (low friction vs. high friction)
- ☐ Capture approval workflow successes and bottlenecks



8. Improve Templates, Playbooks & Processes

- ☐ Update standard templates based on year-end findings
- ☐ Refresh negotiation playbooks or fallback positions
- ☐ Simplify or standardize approval workflows where possible
- ☐ Remove unnecessary steps or duplicative reviews

9. Strengthen Capability & Readiness

- ☐ Identify training or guidance needed for contracting teams
- ☐ Improve contract data capture for reporting and visibility
- ☐ Clarify ownership and accountability across the contract lifecycle
- ☐ Confirm tools and systems support upcoming contract volume

10. Finalize Action Plan for the New Year

- ☐ Document key decisions and next steps
- ☐ Assign owners and timelines for follow-up actions
- ☐ Track progress on renewals, renegotiations, and improvements
- ☐ Revisit priorities early in the new year to confirm alignment

Ready to Take Control of Your Contract Portfolio?

Don't wait for the new year to discover what you should have done now. Schedule a complimentary consultation with the ABiz team to discuss how we can help throughout the year in bringing clarity to your contract review process. Learn more at [ABiz.com](https://www.abiz.com).