

CONTRACT MANAGEMENT PLAN

Project Name: _____

Version: _____

1. Introduction:

This Contract Management Plan (the “Plan”) sets forth the processes, responsibilities, and controls for managing contracts associated with the project, ensuring compliance with applicable laws and regulations, and supporting effective contract administration under the laws of England and Wales.

2. Purpose and Scope:

The purpose of this Plan is to provide a framework to manage all project contracts consistently and efficiently, including procurement, negotiation, execution, monitoring, and close-out phases. This Plan applies to all contractual agreements entered into for the project.

3. Contract Types:

Contracts covered include but are not limited to: procurement agreements, subcontracts, service agreements, consultancy contracts, and any other binding contractual instruments.

4. Roles and Responsibilities:

Project Manager: Overall contract oversight and approval.

Contract Administrator: Day-to-day contract management and documentation.

Legal Advisor: Review and approval of contract terms to ensure compliance with UK law.

Procurement Team: Coordination of procurement activities and contract initiation.

5. Contract Lifecycle Management:

The lifecycle of contracts includes: initiation, negotiation, execution, performance monitoring, amendments, and closure. Proper documentation and records shall be maintained throughout.

6. Contract Review and Approval:

All contracts must be reviewed by the Legal Advisor and approved by the Project Manager prior to execution to ensure compliance with applicable legislation including but not limited to the UK Contract Law and relevant regulatory requirements.

7. Contract Monitoring:

Ongoing monitoring of contract performance shall be conducted to verify the fulfilment of contractual obligations, manage risks, address issues promptly, and ensure compliance with agreed terms.

8. Change Management:

All changes to contracts must be formally documented, reviewed, and approved following the established change control process. Amendments shall be signed by authorized representatives and incorporated into the contract documentation.

9. Compliance and Legal Requirements:

Contracts must comply with all applicable UK laws, including but not limited to the Contracts (Rights of Third Parties) Act 1999, Supply of Goods and Services Act 1982, and the Bribery Act 2010. Due diligence shall be performed to ensure regulatory adherence.

10. Risk Management:

Potential risks associated with contracts shall be identified, documented, and mitigated proactively. Responsibilities for risk management shall be clearly assigned.

11. Records and Documentation:

All contract documents, correspondence, amendments, and related records shall be securely stored and maintained for the duration required by law and organisational policy.

12. Confidentiality:

Parties shall maintain confidentiality of all contract-related information in accordance with the terms agreed and applicable UK laws.

13. Dispute Resolution:

In the event of disputes arising from contracts, parties shall seek resolution through negotiation, mediation, or arbitration prior to initiating litigation, consistent with UK dispute resolution practices.

14. Termination:

Contracts may be terminated in accordance with their terms or by mutual agreement. Termination procedures shall comply with applicable laws and ensure proper settlement of obligations.

15. Sign-off:

This Contract Management Plan has been reviewed and approved by the undersigned authorized representatives.

Contract Manager

Project Sponsor

Signature: _____

Signature: _____

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