

CONTRACT MANAGEMENT PLAN

Project Name: _____

Version: _____

1. Purpose:

This Contract Management Plan establishes the framework and processes for managing contracts to ensure efficient execution, compliance with Australian law, and successful delivery of contractual obligations throughout the project life cycle.

2. Scope:

This plan applies to all contracts entered into by the project team, including procurement contracts, service agreements, and subcontractor engagements pertinent to the project.

3. Contract Types and Classification:

Contracts will be classified by type and risk category to ensure appropriate management strategies are applied, including fixed-price, time and materials, cost-reimbursable, and other relevant forms.

4. Roles and Responsibilities:

Defined roles include Contract Manager, Legal Advisor, Procurement Officer, and Project Manager, each accountable for specific contract management activities such as negotiation, approval, monitoring, and compliance.

5. Contract Development and Approval Process:

Contracts will follow a formal development process comprising preparation, internal review, legal assessment, risk analysis, and final approval prior to execution.

6. Contract Execution and Storage:

Executed contracts will be securely stored both physically and electronically with controlled access to ensure confidentiality, integrity, and availability throughout contract duration.

7. Contract Performance Monitoring:

Regular monitoring will be conducted to assess contractor compliance, deliverable status, milestones achievement, and to manage performance issues proactively.

8. Change Control:

All contract changes must be documented, reviewed, authorized, and communicated appropriately, following the project's change management procedures.

9. Risk Management:

Contract risks will be identified, assessed, and mitigated in alignment with overall project risk management strategies, emphasizing compliance with Australian legal requirements.

10. Dispute Resolution:

Disputes arising under contracts shall be resolved promptly through negotiation, mediation, or arbitration as provided in the contract terms, consistent with Australian jurisdiction.

11. Contract Close-Out:

Upon contract completion, close-out activities will ensure all deliverables are accepted, payments are settled, documentation is finalized, and lessons learned are recorded.

12. Legal Compliance:

All contracts and management activities shall comply with applicable Australian laws, regulations, and standards, including but not limited to the Competition and Consumer Act 2010, Privacy Act 1988, and relevant state laws.

13. Confidentiality and Privacy:

Confidential information exchanged in the course of contract management shall be protected in accordance with contractual provisions and Australian privacy legislation.

14. Record Keeping:

All contract-related documents and communications shall be retained securely for the period required by law and organizational policy.

15. Training and Awareness:

Relevant personnel will receive training on contract management policies, procedures, and compliance obligations to ensure effective implementation.

16. Amendments to This Plan:

This Contract Management Plan may only be amended through a formal approval process and shall be communicated to all stakeholders accordingly.

17. Signatures:

CONTRACT MANAGER SIGNATURE

PROJECT MANAGER SIGNATURE

Signature: _____

Signature: _____

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