

## Contract Review Checklist

### *Contracts Should Include*

Acceptance Criteria  
Assumptions  
Change management/acceptance process  
Communication requirements  
Communication tools  
Contract management processes – including personnel responsibilities  
Delivery location  
Delivery terms (Who pays for shipping)  
Interrelationships/dependencies  
Payment terms and procedures  
Pricing  
Process Standards  
Project/contract glossary  
Referenced documents (if applicable)  
Requirements and business rationale  
Responsibilities – vendor and customer  
Reward and penalty clauses  
Staffing requirements – initial and “downstream” (i.e testing)  
Testing processes  
Timeframes  
Tools, resources required  
Training needs  
Validation criteria/metrics  
Warranty information  
Work location, standards and customs