

**REQUIRED:**



Contract Management 101 (CM101) and Contract Management 102 (CM102) are required for all those who administer, monitor, or manage vendor relationships of a contract. Then those mentioned above must choose one of the following training tracks in order to meet the requirement. Work with your procurement professionals and supervisors in order to choose the training track that best fits.

**CHOOSE ONE:**



**Modules in CM201 Training Track:**

- M1: Chapter 4-Contract Requirements
- M2: Chapter 5-Intro to Risk
- M3: Chapter 7-Monitoring Obligations
- M4: Chapter 8-Contract Modifications
- M5: Chapter 9-Dispute Resolution
- M6: Chapter 10-Contract Close Out

**Resources found in modules (M1-M6):**

- ✓ Requirements Checklist Goods (M1)
- ✓ Requirements Checklist Services (M1)
- ✓ Risk Monitoring Template (M2)
- ✓ Contract Summary Checklist Goods (M3)
- ✓ Contract Summary Checklist Services (M3)
- ✓ Kickoff Meeting Checklist (M3)
- ✓ Informal Process to Resolving Disputes (M5)
- ✓ Contract Closeout Checklist (M6)
- ✓ Lessons Learned Checklist (M6)

OR



**Modules in CM301 Training Track:**

- M1: Chapter 4- SLAs & KPIs
- M2: Chapter 5- Complex Risk
- M3: Chapter 7-Complex Management
- M4: Chapter 8- Complex Modifications
- M5: Chapter 9-Dispute Resolution
- M6: Chapter 10-Closeout & Termination

**Resources found in modules (M1-M8):**

**All of the resources from CM201, plus**

- ✓ Requirements Checklist Hybrid (M1, M3)
- ✓ Contract Management Checklist (M3)
- ✓ Change Management Checklist (M4)
- ✓ When Issues Persist Checklist (M5)
- ✓ Contract Termination Checklist (M6)
- ✓ Contract Termination Language (M6)

OR



**Modules in CM401 Training Track:**

- M1: Chapter 4- SLA's & KPIs
- M2: Chapter 5- Complex Risk
- M3: Chapter 6-Award Bidder Objections
- M4: Chapter 7-Complex Governances
- M5: Chapter 8-Complex Modifications
- M6: Chapter 9-Dispute Resolution
- M7: Chapter 10- Exit Management

**Resources found in modules (M1-M7):**

**All of the resources from CM201 and CM 301, plus**

- ✓ Strategic Relationship Requirements Tool (M1)
- ✓ Approach to Negotiating Redlines (M4)
- ✓ Bidder Issues List (M4)
- ✓ Negotiation-Action Tracking Spreadsheet (M4)
- ✓ Sample Governance Contract Terms (M5)
- ✓ Transition Plan Checklist (M6)
- ✓ Exit Management Plan Checklist (M7)