# **Contract governance checklist**

## What is the governance checklist?

The contract governance checklist is a checklist to ensure that the appropriate delegation of authority, stakeholder engagement, probity and ethical conduct is undertaken over the life of the contract.

## How to apply the governance checklist?

The contract governance checklist is used when creating the contract management plan to help the contract manager record all steps taken in designing the governance structure for the contract.

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| --- | --- | --- |
| Item  | Item description | Yes/No |
| 1 | Have key agency and supplier personnel been identified/appointed in relation to the contract e.g. general manager level, contract manager, supplier account manager, technical leads? |  |
| 2 | Were responsible parties identified through completion of a RACI\template? |  |
| 3 | Is it clear who is accountable for the contract outcomes? |  |
| 4 | Have relevant department policies and processes for contract management been identified and addressed? |  |
| 5 | Do the skills of the department's personnel match the capability required for the complexity of this category/procurement activity? |  |
| 6 | Have contact details for the above personnel been entered into the contracts database? |  |
| 7 | Are appropriate performance management and reporting requirements established for this contract? |  |
| 8 | Have stakeholders been consulted and informed about contract performance? |  |
| 9 | Have communications followed any existing protocols? |  |
| 10 | Has the approval/audit/accountability change been identified and established? |  |
| 11 | Has a commitment letter been provided by the supplier acknowledging the Supplier Code of Conduct? |  |

## Using this tool

This tool accompanies the [Contract management - Goods and services procurement guide](https://buyingfor.vic.gov.au/contract-management-goods-and-services-procurement-guide).

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