# **Contract management plan short form**

|  |  |
| --- | --- |
| Contract name: |  |
| Contract manager: |  |
| Supplier: |  |
| Contract number: |  |
| Scope of the contract: |  |
| Est. contract value: |  |
| Contract term: |  |
| Extension options: |  |
| Review date: |  |
| Supplier Code of Conduct: |  |
| CMP distribution list: |  |

|  |  |
| --- | --- |
| Pricing structure: |  |

|  |  |
| --- | --- |
| **Supplier's contact** |  |
| Name: |  |
| Position: |  |
| Phone: |  |
| Fax: |  |
| Mobile: |  |
| Email: |  |
| Internet: |  |

|  |  |  |
| --- | --- | --- |
| KPIs: | 1 |  |
|  | 2 |  |
|  | 3 |  |

|  |  |  |
| --- | --- | --- |
| Meeting schedule: | 1 | [six monthly] |
|  | 2 | [quarterly] |
|  | 3 | [monthly] |
|  | 4 | [fortnightly] |

|  |  |
| --- | --- |
| Other contract terms: |  |

|  |  |
| --- | --- |
| **Contract variations** | (Detail any variations, contract price renegotiations etc. below) |
| Date | Details |
| [Insert date] | [Insert details] |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Appendix | 1 | RACI |
|  | 2 |  |

## Using this tool

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

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