PoseidonCLM
AUTOMATE. OPTIMIZE. SCALE.

CLM Best Practices
for **Scalable Growth**

Managing contracts gets harder as companies grow. More vendors, more terms, more risk. To stay compliant and efficient, your contract process needs structure, consistency, and automation.

This checklist identifies the essential capabilities used by high-performing organizations to manage contracts at scale, without increasing headcount.

Use it to evaluate your current processes, identify gaps, and prioritize improvements across the contract lifecycle.

Read more >>

Best Practices **Checklist**

✓ **Standardized Intake Forms**
Use consistent forms to start every contract or vendor request.

✓ **Initial Review & Approval**
Quick internal review to approve or reject new requests.

✓ **Security Questionnaires (Internal/External)**
Collect and assess risk data from both internal stakeholders and vendors.

✓ **Risk Tier Review & Approval**
Risk tiers are formally reviewed and approved by the internal team.

✓ **Template-Based Contract Generation**
Generate contracts from standardized, pre-approved templates.

✓ **Internal Collaboration Workflows**
Allow teams to review and comment before contracts go external.

✓ **Negotiation & Version Tracking**
Redline documents and maintain a full version history.

✓ **eSignature Process**
Finalize contracts through a secure digital signature workflow.

✓ **Onboarding Email Templates**
Automate vendor instructions based on risk or contract type.

✓ **Onboarding Intake Forms**
Collect required data and documents for vendor onboarding.

✓ **Vendor Categorization**
Track vendors by type, category, and function for better reporting.

✓ **Compliance & Data Review**
Validate that all contract-related data and docs are complete and correct.

Renewal Tracking & Notifications
Set automated alerts for contract renewals and expirations.

Contract Administration & Cloning
Finalize and store completed contracts; clone key ones for reuse.

Due Diligence Program
Schedule periodic contract and vendor reviews based on risk.

Addendum Tracking
Keep all addenda attached and traceable to the original agreement.

Task Assignments
Assign ownership and due dates to each contract step.

Process Documentation
Keep internal documentation of how contract workflows function.

Reports & Dashboards
Real-time reporting and dashboards for full CLM visibility and control.

Training for Stakeholders
Ensure everyone involved understands their roles in the process.

Looking for a system that supports this checklist?

PoseidonCLM comes ready out of the box with every best practice on this list: built in, structured, and ready to scale. Whether you follow this checklist exactly or need to customize it to fit your team's workflow, PoseidonCLM can be tailored to meet your specific needs without adding complexity or headcount. Start with a proven process. Then make it yours.