

* **Checklist for Successful Contract Administration**

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|  | Read Contract Terms and Conditions |
|  | Complete Post-Award Contract Administration Plan |
|  | Conduct a project kick-off meeting |
|  | Identify and document roles and responsibilities |
|  | Maintain effective and open communications |
|  | Measure, monitor, and vendor’s performance |
|  | Comply with contract terms and conditions |
|  | Resolve problems and disputes promptly  |
|  | Manage contract changes |
|  | Manage the invoice and payment process |
|  | Document and log all communication |
|  | Monitor work to ensure delivery |
|  | Verify work completion |
|  | Prepare contract closeout checklist |
|  | Document and communicate lessons learned |
|  | Evaluate vendor’s performance |
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