## **Contract Negotiation Timeline**

who will be the SPOC (IT/ITAM, Finance,

Procurement)

**Review** initial vendor **Start preparing** for Understand the Define **commercial** quote to arrive at Manage contract and goals, including target assets throughout an upcoming contract terms & conditions negotiations table included in your pricing, discounts with your best the duration of the renewal or new contract negotiation existing agreement and bundles strategy agreement Phase 2 Phase 4 Phase 1 Phase 3 8 **Preparation Benchmarking & Strategy Negotiation & Post Signature Final Agreement** (6-12 months) (3-6 months) (1-3 years) (1-3 months) **Define RACI** – which Define negotiation Set points that need Contract signature **Measure** your **Optimise** and stakeholders need approach and current software remediate detected to be addressed consumption and strategy during discussions, to be involved in the issues align with the vendor preparations and model future needs

to define an optimal

BoM





organisation &

drivers

understand their