

CHECK-LIST – CO-READING OF THE CONTRACT WITH YOUR TEAM

- Divide the contract to distribute to each team member
- Distribute the contract to the team members
- Have them read the contract, with a highlighter to note:
 - Any unusual point
 - Any tricky/unclear/ambiguous point
 - Anything that shall be handled by another team member
 - Any missing point
- Organize a meeting to share the findings
- Update Risk&Opportunity file
- Define an action plan