

CONTRACT ADMINISTRATION PLAN

Project: _____

Date: _____

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Project Description and User Goals:

Type of Contract:

Type of Specification:

Contract Pricing:

Delivery Requirements:

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(partly filled in to provide examples, use blank table on next page)

Risk Type	Specific Risk	Trigger	Probability (1-3)	Impact (1-3)	Risk Score (Probability x Impact)	Mitigation	Contingency	Action By	Action When
Schedule	Delayed delivery of critical materials	Missed delivery or notification of delayed delivery date	3	1	3	Clause that allows a secondary supplier	Using secondary supplier	Agency	Upon first notification
Schedule	Construction delays due to bad weather								
Schedule	Construction delays due to lack of permits								
Price	Market fluctuation Unclear payment terms								
Contractual	Conflict								
Contractual	Dispute resolution, how to do change orders, who does what								
Performance	Definition of Acceptance								
Performance	Wrong Product								
Performance	Risk of Failure								
Surety /Liability	Subcontractors								
Proposal	Unclear SOW or specs								

Contract Administration

Terms and Conditions:

Contract Administration

Special Terms and Conditions related to performance, schedule, and/or cost:

Watch List Items (short list of highest ranked risks):

Critical Milestones

Schedules and Meetings:

Contract Payment Terms:

