aractech
Global Learning for Operational Leaders



CONTRACTS MANAGEMENT | CON-041

Contract Data Management and Contract Analytics

Contact

+31 85 7444446
info@aractech.com
https://aractech.com

Address

Waarderweg 50, 2031 BP Haarlem - Netherlands.

aractech
Global Learning for Operational Leaders

Course content

Why Attend

Organisations hold thousands of contracts, yet many cannot easily answer basic questions: how many contracts do we have, what do they cost, when do they renew, what obligations do we owe and which suppliers carry the most risk? Without good contract data, opportunities for savings are missed, renewals roll over automatically and compliance obligations are overlooked.

This Contract Data Management and Contract Analytics training course shows how to capture, organise and analyse contract information to improve decisions and control. Participants learn how to design a contract data model, build and cleanse contract repositories, extract key terms, track obligations and renewals, analyse spend and risk across the portfolio, use artificial intelligence tools for contract review and build dashboards for management.

Course Methodology

• The course is hands-on, using a sample portfolio of contracts and data sets. Participants design a data model, extract key terms from sample contracts, clean and analyse contract data in spreadsheets, identify renewal and risk issues and build a simple contract dashboard for management.

Course Objectives

• Explain the value of contract data for control and decision making

• Design a contract data model with key metadata fields

• Build, populate and cleanse a central contract repository

• Extract key terms and obligations from contracts consistently

• Track renewals, expiries and obligations proactively

• Analyse contract portfolios for spend, risk and opportunity

Target Audience

• Contract and commercial managers

• Procurement and category managers

Global Learning for Operational Leaders

Course content

- Legal operations professionals
- Contract administrators

+31 85 7444446 info@aractech.com Waarderweg 50, 2031 BP Haarlem - Netherlands.

aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Contract Data Management and Contract Analytics.

Day 1 - The Value of Contract Data

- 09:00-09:34 | Problems caused by poor contract information
- 09:34-10:08 | Benefits of a central contract repository
- 10:08-10:42 | Contract data maturity levels in organisations
- 10:42-11:00 | Stakeholders who need contract information
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Stakeholders who need contract information (continued)
- 11:46-12:20 | Lessons from organisations that improved contract data
- 12:20-12:53 | Assessing your current contract data position
- 12:53-14:00 | Exercise: answering portfolio questions from sample data

Day 2 - Designing the Contract Data Model

- 09:00-09:34 | Essential contract metadata fields
- 09:34-10:08 | Classification by type, category and risk level
- 10:08-10:42 | Linking contracts with suppliers, spend and projects
- 10:42-11:00 | Data standards, naming and consistent formats
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Data standards, naming and consistent formats (continued)
- 11:46-12:20 | Ownership and governance of contract data
- 12:20-12:53 | Choosing tools and systems for contract data
- 12:53-14:00 | Workshop: designing a contract data model

aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Contract Data Management and Contract Analytics.

Day 3 - Building and Cleansing the Repository

- 09:00-09:34 | Locating and collecting existing contracts
- 09:34-10:08 | Extracting key terms consistently from documents
- 10:08-10:42 | Data cleansing and handling missing information
- 10:42-11:00 | Using AI tools to extract contract terms
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Using AI tools to extract contract terms (continued)
- 11:46-12:20 | Checking accuracy of automated extraction
- 12:20-12:53 | Keeping the repository current after signature
- 12:53-14:00 | Exercise: extracting key terms from sample contracts

Day 4 - Obligations, Renewals and Analytics

- 09:00-09:34 | Tracking renewals, expiries and notice dates
- 09:34-10:08 | Managing contractual obligations and deliverables
- 10:08-10:42 | Analysing spend and contract coverage
- 10:42-11:00 | Identifying high-risk contracts and suppliers
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Identifying high-risk contracts and suppliers (continued)
- 11:46-12:20 | Spotting savings and consolidation opportunities
- 12:20-12:53 | Benchmarking terms across the portfolio
- 12:53-14:00 | Workshop: analysing a contract portfolio

aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Contract Data Management and Contract Analytics.

Day 5 - Reporting and Continuous Improvement

- 09:00-10:07 | Designing contract dashboards for management
- 10:07-10:41 | Key indicators for contract portfolio health
- 10:41-11:00 | Integrating contract data with procurement and finance
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Integrating contract data with procurement and finance (continued)
- 11:45-12:19 | Data security and confidentiality of contracts
- 12:19-12:53 | Roadmap for improving contract data maturity
- 12:53-13:27 | Final dashboard presentation with feedback
- 13:27-14:00 | Personal action plan for contract data management

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Contract Data Management and Contract Analytics generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	London	Classroom	**€2,915**
7 - 11 December 2026	Barcelona	Classroom	**€2,275**
14 - 18 December 2026	Frankfurt	Classroom	**€2,175**
4 - 8 January 2027	London	Classroom	**€2,915**
11 - 15 January 2027	Barcelona	Classroom	**€2,275**
18 - 22 January 2027	Frankfurt	Classroom	**€2,175**
25 - 29 January 2027	Dubai	Classroom	**€2,845**
8 - 12 February 2027	London	Classroom	**€2,915**
15 - 19 February 2027	Barcelona	Classroom	**€2,275**
22 - 26 February 2027	Frankfurt	Classroom	**€2,175**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Contract Data Management and Contract Analytics generated from the course details page.

Date	Location	Format	Fee
1 - 5 February 2027	Geneva	Classroom	**€3,315**
15 - 19 March 2027	London	Classroom	**€2,915**
22 - 26 March 2027	Barcelona	Classroom	**€2,275**
1 - 5 March 2027	Frankfurt	Classroom	**€2,175**
8 - 12 March 2027	Istanbul	Classroom	**€2,825**
26 - 30 April 2027	London	Classroom	**€2,915**
5 - 9 April 2027	Barcelona	Classroom	**€2,275**
12 - 16 April 2027	Frankfurt	Classroom	**€2,175**
19 - 23 April 2027	Kuala lumpur	Classroom	**€2,425**
3 - 7 May 2027	London	Classroom	**€2,915**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Contract Data Management and Contract Analytics generated from the course details page.

Date	Location	Format	Fee
10 - 14 May 2027	Barcelona	Classroom	**€2,275**
17 - 21 May 2027	Frankfurt	Classroom	**€2,175**
24 - 28 May 2027	Madrid	Classroom	**€3,400**
21 - 25 June 2027	London	Classroom	**€2,915**
7 - 11 June 2027	Barcelona	Classroom	**€2,275**
14 - 18 June 2027	Frankfurt	Classroom	**€2,175**
19 - 23 July 2027	London	Classroom	**€2,915**
26 - 30 July 2027	Barcelona	Classroom	**€2,275**
5 - 9 July 2027	Frankfurt	Classroom	**€2,175**
12 - 16 July 2027	Paris	Classroom	**€2,810**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Contract Data Management and Contract Analytics generated from the course details page.

Date	Location	Format	Fee
23 - 27 August 2027	London	Classroom	**€2,915**
2 - 6 August 2027	Barcelona	Classroom	**€2,275**
9 - 13 August 2027	Frankfurt	Classroom	**€2,175**
16 - 20 August 2027	Rome	Classroom	**€2,830**
20 - 24 September 2027	London	Classroom	**€2,915**
6 - 10 September 2027	Barcelona	Classroom	**€2,275**
13 - 17 September 2027	Frankfurt	Classroom	**€2,175**
11 - 15 October 2027	London	Classroom	**€2,915**
18 - 22 October 2027	Barcelona	Classroom	**€2,275**
25 - 29 October 2027	Frankfurt	Classroom	**€2,175**

aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Contract Data Management and Contract Analytics generated from the course details page.

Date	Location	Format	Fee
4 - 8 October 2027	Amsterdam	Classroom	**€3,215**
15 - 19 November 2027	London	Classroom	**€2,915**
22 - 26 November 2027	Barcelona	Classroom	**€2,275**
1 - 5 November 2027	Frankfurt	Classroom	**€2,175**
8 - 12 November 2027	Cape Town	Classroom	**€1,825**
27 - 31 December 2027	London	Classroom	**€2,915**
6 - 10 December 2027	Barcelona	Classroom	**€2,275**
13 - 17 December 2027	Frankfurt	Classroom	**€2,175**
20 - 24 December 2027	Dubai	Classroom	**€2,845**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Contract Data Management and Contract Analytics generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Contract Data Management and Contract Analytics generated from the course details page.

Date	Location	Format	Fee
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Contract Data Management and Contract Analytics generated from the course details page.

Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Contract Data Management and Contract Analytics generated from the course details page.

Date	Location	Format	Fee
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**

aractech
Global Learning for Operational Leaders



Seminar dates

Available seminar dates

Live dates and pricing for Contract Data Management and Contract Analytics generated from the course details page.

Date	Location	Format	Fee
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**