

Contracting Maturity Scale



	STAGE 1: DOING	STAGE 2: TESTING	STAGE 3: OPERATING	STAGE 4: IMPROVING	STAGE 5: OPTIMIZING
POLICY (What legal reviews)	Contracting policies have not been developed.	Some policies begin to form with thresholds for contracting requirements.	Policy dictates which contracts do not require any legal review.	Policy cross-referenced with other Sales, Procurement and Finance policies, further reducing legal involvement.	Policies are continuously reviewed and tested for compliance.
PEOPLE (Internal & External)	Varied number of law firms are engaged for overflow. Professionals across legal department engaged in contracting.	Paraprofessionals and business owners across company play more active role, with fewer focused legal pros. Few specially sourced law firms are engaged on flat fees.	Contract work has been appropriately levelled and divided amongst the legal professionals & other contracting professionals. Some law firm work shifted to an alt resource model, with basic data collected.	Law firms are engaged in “managed services” model and internal team further reduces time spent on contracts. If in-house, fully right-sourced, with minimal lawyer touch.	The external resources are no longer divided between law firms and ALSP, but are received from one holistic provider of the entire spectrum of contract review.
PROCESS (Workflow & Guidance)	Reactive legal support for contracts, as-needed. Workflow is ad hoc with unpredictable timelines. There are no easily accessible playbooks or templates that set standards.	Some contract templates are created and easily accessible by legal. Basic manual intake form is used by business to send contracts to legal.	Self-help guidance created for business with empowerment to negotiate some terms. At least one template is fully handled by business. More templates are created for legal team speed.	Continuously tracking data and working to improve the contracting process based on clear metrics. Playbooks are robust.	Recurring business reviews are based solely on data insights, and processes are revised in response to data.
TOOLS (Tech-enabled processes & infrastructure)		Basic contract repository exists. Initial intake forms are online.	Greater capabilities of CMS are instituted, and some workflow may be automated. Electronic signatures widely used.	Contract creation is automated & self-help guidance is available on a tech enabled collaboration site. Key metrics are presented with visualization.	Some review steps are automated through AI. Interactions between business & legal resources are only through online systems & workflow automation.