

Tooling and data quality assessment

TASKS

1. Gather data with involved stakeholders during a workshop.

2. Complete the *Tooling and data quality assessment* table below to obtain a comprehensive overview of your main contract & vendor management processes.



	1. Master data	2. Contract data	3. Service data	4. Financial data	5. Performance data	6. Compliance data
	Contract and vendor identification & meta data	Contract awarding and vendor selection information	Contract or Service catalogue with pricing information	Contract or Service budget vs actual spend information	Contract and vendor KPIs, SLAs and governance information	Contract and vendor internal & external regulatory information
Sample evidences	Contract dates, approval status, stakeholders, contact info, classifications	RFx, Selection, due diligence, negotiations, signed contract	Unit pricing, rate cards, KPIs/SLAs, performance management	Total contract value, recurring fees, one-off fees, spend lines	Performance dashboards, governance meetings, penalty overviews	Audit trails, regulatory evidences, compliance & contract/vendor audits
Tool name	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Data source	<div><div>External Source</div><div>Internal Source</div></div>	<div><div>External Source</div><div>Internal Source</div></div>	<div><div>External Source</div><div>Internal Source</div></div>	<div><div>External Source</div><div>Internal Source</div></div>	<div><div>External Source</div><div>Internal Source</div></div>	<div><div>External Source</div><div>Internal Source</div></div>
Data collection	<div><div>Manual</div><div>Semi Automated</div><div>Automated</div></div>	<div><div>Manual</div><div>Semi Automated</div><div>Automated</div></div>	<div><div>Manual</div><div>Semi Automated</div><div>Automated</div></div>	<div><div>Manual</div><div>Semi Automated</div><div>Automated</div></div>	<div><div>Manual</div><div>Semi Automated</div><div>Automated</div></div>	<div><div>Manual</div><div>Semi Automated</div><div>Automated</div></div>
Data quality	<div><div>Low</div><div>Medium</div><div>High</div></div>	<div><div>Low</div><div>Medium</div><div>High</div></div>	<div><div>Low</div><div>Medium</div><div>High</div></div>	<div><div>Low</div><div>Medium</div><div>High</div></div>	<div><div>Low</div><div>Medium</div><div>High</div></div>	<div><div>Low</div><div>Medium</div><div>High</div></div>
Data completeness	<div><div>0%</div><div>100%</div></div>	<div><div>0%</div><div>100%</div></div>	<div><div>0%</div><div>100%</div></div>	<div><div>0%</div><div>100%</div></div>	<div><div>0%</div><div>100%</div></div>	<div><div>0%</div><div>100%</div></div>
Tooling satisfaction	<div><div>Low</div><div>Medium</div><div>High</div></div>	<div><div>Low</div><div>Medium</div><div>High</div></div>	<div><div>Low</div><div>Medium</div><div>High</div></div>	<div><div>Low</div><div>Medium</div><div>High</div></div>	<div><div>Low</div><div>Medium</div><div>High</div></div>	<div><div>Low</div><div>Medium</div><div>High</div></div>
Annual tooling spend	<div>€</div> <div></div>	<div>€</div> <div></div>	<div>€</div> <div></div>	<div>€</div> <div></div>	<div>€</div> <div></div>	<div>€</div> <div></div>