

Contract Manager Legal Awareness Checklist

Step 1: Identify the legal layer you are operating in

- Confirm what has been agreed under freedom of contract
- Check if any mandatory law applies to the situation
- Assess if the contract is silent and needs legal interpretation

Step 2: Check for mandatory law triggers

- Identify if personal data is involved and triggers GDPR
- Assess if cybersecurity or resilience rules apply such as NIS2 or DORA
- Confirm if public procurement rules restrict changes
- Evaluate if competition law or market restrictions are relevant
- Verify if marketing or e-commerce rules apply to end users

Step 3: Assess whether the contract is complete

- Check if key areas are clearly defined such as scope, acceptance, and changes
- Identify vague or high level clauses that may create uncertainty
- Confirm whether operational details are missing

Step 4: Anticipate how the law will fill gaps

- Consider how contract law will interpret unclear wording
- Assess how sales law and obligations principles affect defects and delays
- Identify how intellectual property rules define ownership and rights
- Evaluate how regulatory expectations define compliance in practice

Step 5: Validate authority and enforceability

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- Confirm that the right stakeholders have approval authority
- Ensure formal requirements for changes are respected
- Avoid relying on informal agreements that may not be binding

Step 6: Assess operational impact

- Evaluate how legal rules affect delivery, timelines, and costs
- Identify risks linked to unclear acceptance, scope, or obligations
- Check if compliance requirements are translated into operational processes

Step 7: Act early and involve the right people

- Escalate when mandatory law is triggered
- Involve legal, compliance, or procurement when needed
- Document decisions and assumptions clearly

Step 8: Apply the two key questions in practice

- Is there a mandatory law that applies to this situation
- If the contract is unclear, which legal rules will define the outcome

Step 9: Use the contract as a practical tool

- Align legal requirements with daily operations
- Ensure teams understand how rules impact their work
- Avoid treating the contract as a static document

Step 10: Maintain ongoing awareness

- Reassess legal and regulatory impact during changes
- Monitor compliance continuously
- Keep legal boundaries in mind in daily contract management