

Course No. 1796

Artificial Intelligence in Contract Management

CONTRACT MANAGEMENT & ADMINISTRATION
PROCUREMENT, CONTRACTS & SUPPLY CHAIN

DURATION

5 Days

DELIVERY

Classroom



Course Overview

Artificial Intelligence in Contract Management is a professional training course designed to equip contract, legal, procurement, commercial, and business professionals with practical capabilities for applying artificial intelligence across the contract management lifecycle. The programme focuses on using AI to improve contract visibility, efficiency, compliance, risk management, obligation tracking, and decision-making while maintaining appropriate human oversight and professional accountability.

The course examines how artificial intelligence, generative AI, natural language processing, intelligent document analysis, and automation can support contract creation, review, classification, obligation extraction, risk identification, renewal monitoring, performance tracking, and contract portfolio analysis. Participants will learn how AI can reduce repetitive administrative work and help organizations manage complex contract portfolios more systematically.

Particular attention is given to contract data quality, confidentiality, governance, and the reliability of AI-generated outputs. Participants will explore how to validate AI-generated analyses, identify inaccurate or incomplete interpretations, protect sensitive contractual information, and establish appropriate controls for automated contract management processes.

Through practical contract scenarios, case studies, exercises, and implementation workshops, participants will develop a structured approach to integrating AI into contract management. The programme supports government entities, ministries, banks, financial institutions, oil and gas organizations, procurement functions, engineering companies, and large corporations seeking to strengthen contract performance, reduce administrative inefficiencies, improve compliance, and enhance commercial visibility.

Objectives

- Analyze the role of artificial intelligence in modern contract management and administration.
- Evaluate AI applications across contract creation, review, classification, monitoring, compliance, and renewal management.
- Assess contract management processes to identify opportunities for AI-enabled automation and process improvement.
- Apply AI-supported techniques to extract contractual obligations, dates, risks, rights, responsibilities, and key terms.

- Develop approaches for using AI to improve contract portfolio visibility and monitoring.
- Evaluate AI-generated contract analysis for accuracy, completeness, relevance, and potential risk.
- Apply intelligent analytics to identify contractual deviations, compliance issues, and emerging obligations.
- Design appropriate human oversight, validation, approval, and escalation mechanisms for AI-enabled contract management.
- Assess confidentiality, data protection, cybersecurity, governance, and ethical risks associated with AI in contract management.
- Develop a practical implementation roadmap for responsible artificial intelligence adoption within contract management functions.

Who Should Attend

This course is designed for Contract Managers, Contract Administrators, Contract Specialists, Legal Counsel, Legal Operations professionals, Procurement Managers, Commercial Managers, Commercial Directors, and professionals responsible for contract execution, administration, compliance, and performance monitoring.

It is also suitable for project managers, supply chain professionals, vendor management teams, risk and compliance specialists, internal control professionals, digital transformation leaders, data and technology professionals, and executives responsible for commercial agreements and contract portfolios.

The programme is particularly relevant to government entities, ministries, banks and financial institutions, oil and gas organizations, engineering and construction companies, infrastructure organizations, and large corporations managing complex supplier, service, project, framework, partnership, and commercial contracts.

Learning Outcomes

- Identify high-value opportunities for AI adoption across the contract management lifecycle.
- Analyze contracts using AI-supported techniques to extract key terms, obligations, deadlines, and responsibilities.

- Classify and organize large contract portfolios using intelligent document analysis.
- Monitor contractual obligations, milestones, renewals, and critical dates more efficiently.
- Identify potential contractual risks, deviations, compliance gaps, and unusual provisions.
- Use AI-supported analytics to improve contract portfolio visibility and management reporting.
- Evaluate the accuracy and reliability of AI-generated contract analysis before making decisions.
- Establish appropriate controls for confidentiality, data protection, access, and responsible AI usage.
- Design human review and escalation mechanisms for critical AI-supported contract decisions.
- Develop an AI-enabled contract management framework and implementation roadmap aligned with organizational objectives.

Course Outline

DAY 01

Artificial Intelligence & the Future of Contract Management

- Understanding artificial intelligence, generative AI, natural language processing, and intelligent document analysis
- The evolution of contract management in digital and data-driven organizations
- AI applications across the contract management lifecycle
- Contract creation, classification, review, monitoring, and administration
- Identifying repetitive and data-intensive contract management activities
- Intelligent automation versus traditional contract administration
- Opportunities and limitations of AI in contract management
- The changing role of contract and commercial professionals

PRACTICAL APPLICATION

Mapping the contract lifecycle and identifying AI opportunities

DAY 02

AI-Powered Contract Analysis & Obligation Management

- Using AI to analyze and classify contracts
- Extracting contractual terms, obligations, rights, responsibilities, and conditions
- Identifying deadlines, milestones, renewal dates, and termination provisions
- AI-supported contract comparison and deviation analysis
- Identifying missing, inconsistent, or unusual contractual provisions
- Automated obligation tracking and notification
- Using AI to improve contract visibility and information retrieval
- Human validation of AI-generated contract analysis

PRACTICAL APPLICATION

Analyzing a contract and building an AI-supported obligation register

DAY 03

AI for Contract Risk, Compliance & Performance Management

- Identifying legal, commercial, financial, and operational contract risks
- AI-supported contract risk assessment and prioritization
- Monitoring contractual compliance and performance requirements
- Detecting deviations from approved contractual standards
- AI applications in supplier and vendor contract management
- Monitoring service levels, deliverables, milestones, and performance obligations
- Contract analytics and portfolio-level risk identification
- Developing early-warning indicators for contractual risks

PRACTICAL APPLICATION

Conducting an AI-supported contract risk and compliance assessment

DAY 04

Intelligent Contract Workflows, Governance & Data Protection

- Designing AI-enabled contract management workflows
- Automating contract administration and approval processes
- Integrating AI with contract repositories and enterprise systems
- Data quality and its impact on AI-generated contract insights
- Confidentiality and protection of sensitive contractual information
- Access controls, cybersecurity, and responsible data usage
- AI accuracy, hallucination, bias, explainability, and model limitations
- Human oversight, accountability, approval, and escalation

PRACTICAL APPLICATION

Designing a governed AI-enabled contract management workflow

DAY 05

Building an AI-Enabled Contract Management Function

- Developing an artificial intelligence strategy for contract management
- Prioritizing AI use cases based on value, feasibility, risk, and organizational readiness
- Designing an AI-enabled contract lifecycle management framework
- Integrating legal, procurement, commercial, finance, risk, and technology stakeholders
- Establishing governance, roles, responsibilities, and human oversight
- Measuring efficiency, compliance, risk reduction, and contract performance
- Managing organizational change and developing AI-ready contract management teams
- Scaling successful AI applications across contract portfolios

FINAL WORKSHOP

Developing an Artificial Intelligence in Contract Management Strategy and Implementation Roadmap



Register or Request More Information

Course page: <https://quest-training.com/courses/artificial-intelligence-in-contract-management>

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