

Section 8.6 Activity

Activity 8.6.1 Develop a Contract Compliance Matrix

Create a word document and insert a table with three columns (see example below).

1. Name column one: **Section or Clause #.**
2. Name column two: **Clause Description.**
3. Name column three: **PAD (partial agreement, agreement, disagreement).**

Go through each section and clause of the contract and make a note in the PAD column about whether you partially agree, agree, or do not agree with each clause.

If you partially agree with a clause - make a note of the change that you would like to see included.

The attached document provides you with a template for a contract compliance matrix which you can adapt to suit your needs.

Contract Compliance Matrix

Section/Clause	Clause Description	PAD