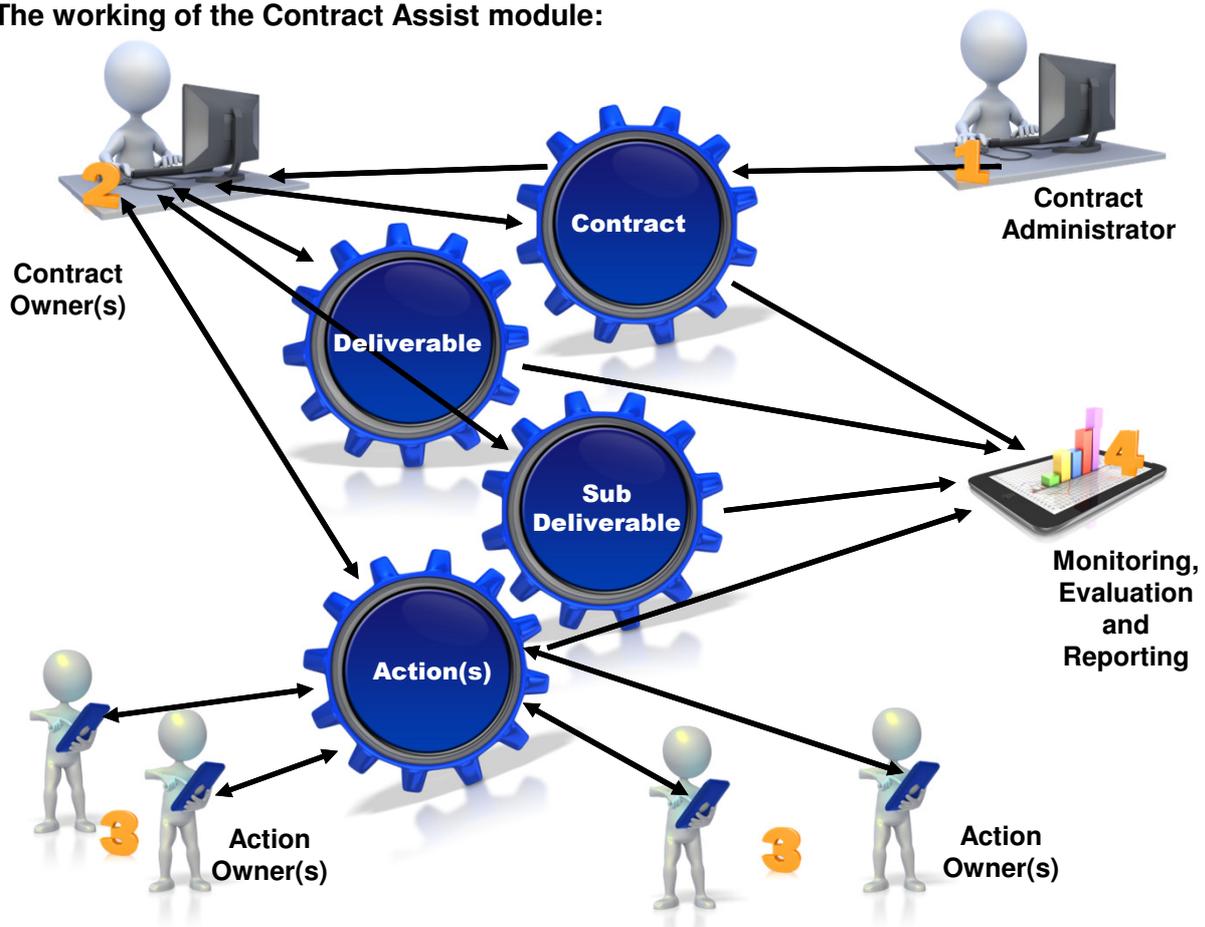


Purpose of the Contract Assist module:

Contract Assist assists organisations with the management of various types on contracts. The contracts are assigned deliverables, sub-deliverable and actions to be undertaken by specific users (action owners). The tool facilitates the capturing, monitoring, maintaining, managing and evaluation of contracts from a centralised point. All activity on the tool is date stamped which provides management with a detailed independent audit trail.



The working of the Contract Assist module:



- 1** - New contracts are logged on the on-line contract register. Each contract is assigned to a Contract Owner (person of directorate / department);
- 2** - The Contract Owner(s) will review the contract, capture the required deliverables and / or sub-deliverables and assign one or more actions to action owners (using the SMART principles). The actions will be those actions required to ensure that the identified deliverable is completed;
- 3** - The Action Owner(s) will complete all the required actions and will update their progress on the online contract register;
- 4** - The Management team and other operational support functions will provide support and guidance to the Deliverable, Sub-Deliverable and Action Owner(s) with the completion of the required actions. Reports can be generated as required.



Key Features of Contract Assist include:

-  the availability of an online Contracts Register;
-  functionality for the module administrator to define and manage user access as required by the organisation;
-  functionality for the module administrator to define all the client specific defaults for the module which includes functionality to allow the user to assign each Contract a status, type and category from a predefined drop down list built by the module administrator;
-  functionality for contracts to be allocated to a specific financial year;
-  real-time up to date dashboards for each user showing the users overdue actions, actions due today and actions due in the future number of days as defined by the specific user;
-  a 3-Click process for action owners to update the actions assigned to them;
-  functionality for the users to attach documents to contracts as is operationally required;
-  functionality to allow for the approval of actions before the status can be confirmed as completed;
-  Functionality to allow the organisation to assess the effectiveness of the outcome of the contract;
-  functionality for assurance providers to track assurance procedures carried out and to attach the required proof of evidence;
-  standard audit trail reporting where all activity on the tool is logged are and time stamped.

Operational Management benefits of Contract Assist include:

-  high level of organisational customisation in defining the module setups to meet the organisations own business requirements;
-  automatic generation of notifications and reminders to predefined users;
-  The individual user dashboards clearly show the progress to completion of actions assigned to the user and if the action is overdue (past the defined deadline date);
-  users with the appropriate level of user access can view their own contracts and contracts assigned to other users;
-  users can generate their own customised contract and action reports using the report generation functionality which allows for the use of various data filters and data grouping tools;
-  reporting is generated on screen or exported to excel;
-  generation of various fixed reports which include both numeric and graphical data to be used as status and exception reporting for management purposes;
-  improved communication between all stakeholders as up to date information is available on a centralised database (Online Contract Register) to all registered users at all times;
-  actions are assigned to deliverables or sub-deliverables using the SMART principles;
-  the output from the contract management processes can assist with operational and individual performance management;
-  Contract, deliverable, sub-deliverable and action data is kept in the data base for future reference and reporting purposes;

For further information please contact us on info@actionassist.co.za

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