



# Contract Expiry Dashboard

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## 1 Introduction

### What is Contract Expiry Dashboard?

1. A centralized dashboard to monitor all contracts expiring.
2. Based on remaining validity and total contract value, they are categorized into priority levels.
3. The dashboard is generated and monitored every month with the help of the project leads.
4. This dashboard may be used as a tool for updates during meetings.

### Problem: Why a dashboard?

1. The current process involves Contract Management System (CMS) generating contract expiry report to individual buyer weekly, notifying contract with 2, 4 and 6 months remaining validity (3 different reports).
2. Individual buyer in charge will need to view all 3 reports to work on contract extension and renewal, focusing on contracts near expiry.
3. No centralized overview for the contract expiry and renewal status, resulting in possible contract lapse.

## 2 Methodology

Collaboration with ALPS NHG cluster on the initial formulated excel template to MMD at Khoo Teck Puat Hospital to kick start the project.

After extracting all the information from CMS MMD then work on the excel sheet and further improving it with relevant formulars and charts to provide a dashboard with a bird's eye view of all the critical information of the contract.

This report will need individual buyer to take up ownership and accountability to update the dashboard in a timely manner.

The report will then be shared during meetings for statistic purposes and monitoring.

## 3 Results

### Contract Expiry Dashboard provides

1. Bird eye view as all information can be found in 1 report instead of toggling between 3 reports.
2. Map, analyze and monitor contract if there is any immediate attention or escalation needed.
3. To manage stakeholders with ample time to prepare contract.
4. Opportunity to funnel manage contracts

## 4 Conclusion

1. The Dashboard has undergo continuous improvement and is easily adopted by different institutions.. It is currently used at ALPS NHG cluster for reporting purposes.

