

AI-Assisted Contract Due Diligence Review Course

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Overview

AI-Assisted Contract Due Diligence Review Course is a one-week course for legal operations managers, contract managers, procurement professionals, compliance teams, transaction support personnel, and internal audit coordinators, who leave with an AI-Assisted Due Diligence Review Plan. Participants scope reviews, inventory documents, extract clauses and obligations, trace findings to evidence, assess counterparty and transaction risk, identify deviations and red flags, protect confidential material, prioritize issues, and require human legal sign-off. Agile Leaders Training Center provides training in AI-assisted contract due diligence review.

Who Should Attend

- Legal operations personnel responsible for review workflows and quality controls
- Contract personnel responsible for clauses, obligations, and deviations
- Procurement personnel responsible for supplier and commercial diligence
- Compliance personnel responsible for evidence, controls, and escalation
- Transaction support personnel responsible for document review and issue reporting
- Internal audit personnel responsible for traceability and review assurance

The course assumes participants contribute to commercial contract review or due diligence and leaves out legal advice, valuation, financial statement audit, negotiation advocacy, and technical model development.

Departments and Industries

The course supports controlled AI-assisted review across legal, procurement, compliance, and transaction environments.

- Legal operations and commercial contracting
- Procurement and supplier governance
- Compliance and corporate governance
- Internal audit and transaction support
- Financial services and professional services
- Technology, construction, energy, and healthcare organizations

Learning Objectives

By the end of this course, participants will be able to:

- Analyze review scope and document completeness
- Apply clause and obligation extraction methods
- Build source-linked evidence and deviation records
- Evaluate counterparty risks and red flags
- Use confidentiality, privilege, and human-review controls
- Build an AI-Assisted Due Diligence Review Plan

Course Agenda

Day 1: Scope and Document Control

- Due Diligence Scope Definition Canvas
- Contract and Document Inventory Register
- Review Completeness and Gap Checklist
- Document Access and Confidentiality Matrix
- Review Ownership and RACI Chart

Day 2: Clauses, Obligations, and Evidence

- Contract Clause Taxonomy
- Clause Extraction Validation Table
- Obligation and Deadline Register
- Source Clause Evidence Link Log
- Missing and Ambiguous Term Checklist

Day 3: Deviations and Risk Review

- Approved Position and Playbook Matrix
- Contract Deviation Comparison Grid
- Counterparty Risk Evidence Card
- Transaction Red Flag Classification Scheme
- Risk Severity and Materiality Matrix

Day 4: Controls, Priorities, and Reporting

- Confidentiality and Privilege Control List
- AI Output Accuracy Test Sample
- Human Legal Review Tier Model
- Issue Priority and Escalation Board
- Due Diligence Findings Report Template

Day 5: Due Diligence Review Practice

- Suggested Exercise: Define Scope and Inventory Documents
- Suggested Exercise: Extract Clauses and Trace Obligations
- Suggested Exercise: Identify Deviations and Red Flags
- Suggested Exercise: Prioritize Issues and Human Review
- Capstone Exercise: AI-Assisted Due Diligence Review Plan

Practical Exercises

The course uses suggested activities that convert contract documents into traceable, controlled review findings.

- Suggested activity: define scope, inventory documents, identify gaps, and assign access and ownership
- Suggested activity: classify clauses, validate extraction, register obligations, and link evidence to sources
- Suggested activity: compare approved positions, assess counterparties, classify red flags, and rate materiality
- Suggested activity: test outputs, protect privilege, assign review tiers, and prepare an issue report

FAQs

Who suits AI contract due diligence review, and what does it assume?

AI contract due diligence review suits personnel responsible for legal operations, contracts, procurement, compliance, transaction support, or internal audit. It assumes familiarity with commercial documents and requires no programming.

How does AI contract due diligence differ from general contract management training?

AI contract due diligence focuses on review scope, extraction, source evidence, deviations, red flags, confidentiality, review tiers, and issue reporting, while contract management training covers broader lifecycle administration.

How should teams validate AI-extracted clauses and obligations?

Teams should compare samples against source clauses, check omitted and ambiguous terms, verify parties, dates, amounts, conditions, exceptions, and cross-references, record corrections, and require qualified review.

How should teams protect confidential or privileged contract material?

Teams should define permitted tools, access roles, retention and deletion rules, approved storage, masking requirements, vendor restrictions, audit logs, escalation paths, and human authorization before processing sensitive documents.

What belongs in an AI-Assisted Due Diligence Review Plan?

The plan should include scope, inventory, access controls, taxonomy, extraction tests, obligation registers, evidence links, approved positions, risk and red-flag rules, review tiers, issue priorities, owners, reporting, and sign-off.

Conclusion

Participants take back an AI-Assisted Due Diligence Review Plan connecting scope, documents, clauses, obligations, evidence, deviations, risks, controls, priorities, and reporting. It changes how teams organize and verify first-pass contract review. The plan provides a basis for traceable findings, protected information, qualified judgment, accountable escalation, and consistent sign-off.

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