The purpose of this thesis is to develop a contract management method and design an electronic contract management system based on Microsoft SharePoint Server 2007.

The contract is an important type of document in an organization. It is the link between the organization and its customers and partners. Implementing an effective contract management system helps to organize resources and provide a framework that assists the monitoring, reporting and management of the contracts. Managing contracts in an information system that can provide relevant services can lead to enhancement of the ease of management, centralized and secured storage and accelerating the business process. An action research is conducted for a large local brewery company to boost into the first practice of contract management activities. Contract management method referring to the characteristics of the case company is developed and the design of such a system is concentrated on. Microsoft SharePoint Server 2007 is used as the potential platform for some experiments. The focus is not on the platform itself but how the features it can provide can have impact on the method of contract management and the design of such a system.