

AUTOMATE **Advanced** 55 MIN · UPDATED 2026-09-30

Build a contract lifecycle management agent.

Build a Copilot Studio agent that tracks contract milestones, flags approvals coming due, and keeps the repository organized across the full contract lifecycle.

MICROSOFT 365

Word

SharePoint

WORKS WITH

Copilot Studio

Business Outcome

Fewer missed renewal deadlines and approval bottlenecks that stall deals.

Workflow Steps

Step 1: Define the lifecycle stages and key dates

Word

Map out the stages every contract moves through (draft, internal review, negotiation, signature, active, renewal window, expired) and the specific dates that matter at each stage.

Step 2: Build the tracking and extraction agent

Copilot Studio

In Copilot Studio, have the agent read new and existing contracts in the SharePoint repository, extract the key dates and current stage, and keep a live tracker updated – flagging any contract missing a clearly stated renewal or expiration date for manual follow-up.

PROMPT

Scan the contracts added to the repository this week. For each, extract the effective date, term length, renewal notice deadline, and current owner. Flag any contract where the renewal terms aren't clearly stated.

Step 3: Set proactive milestone alerts

Copilot Studio

Set the actual lead time per milestone type (30 days before a renewal notice deadline, 7 days before a signature is due) and have the agent push the alert directly to the contract owner via Teams or email – not just update a status column in a tracker that nobody has it set to watch.

A passive log is only as useful as someone remembering to check it.

Step 4: Keep the repository organized as contracts move stages

SharePoint

Use SharePoint metadata columns for stage and contract type rather than moving files between folders – a column-based view lets you filter and sort the whole repository instantly, where a folder structure means re-filing a document (and losing its version history context) every time its stage changes.

✓ Check the work

- Spot-check extracted dates against the actual contract text — a misread renewal deadline is the costliest failure mode here.
- Confirm alerts are reaching the actual current contract owner, not a stale owner field from an earlier stage.
- Periodically audit the "flagged for manual follow-up" list to make sure it's being cleared, not accumulating.

Expected Outcome

An up-to-date view of every contract's stage, upcoming milestone, and owner, with proactive alerts before deadlines.

Want help rolling this out across your team? **Go to Liminals.Tech** ■