

## PROCUREMENT MANAGEMENT PLAN TEMPLATE

This template enables you to define your project's procurement framework and create this knowledge areas management plan. This plan describes which of the project items will be procured including the time frames they must be supplied in along with justification statements for each item. It defines the contract type and the performance measures that will be used throughout the project.

It also identifies the decision criteria and approval process to be adopted during the project, including any templates or proformas all procurements must conform to. An essential part of this plan is coordinating the contractual arrangements with the project schedule, scope and budget.

<b>FRONT COVER</b>	<b>DESCRIPTION:</b> this page details the typical items found on the cover of procurement management plan. Amend its contents to reflect the needs of your specific project and organization's culture.		
Displays a top-level summary of essential information relating to the Procurement Management Plan.	<ul style="list-style-type: none"> <li>Project Manager is listed as its author along with their contact details.</li> <li>Project Name that this plan relates to.</li> <li>Version of Procurement Management Plan                             <ul style="list-style-type: none"> <li>– Version history will be shown in relevant appendix.</li> </ul> </li> <li>Approval:                             <ul style="list-style-type: none"> <li>– Lists the names and job titles of each person who as given approval and sign-off of this plan.</li> <li>– The date and version they have approved accompany their signature.</li> </ul> </li> <li>Circulation List of who (name, location &amp; organization) has received stated version.</li> </ul>		
<b>Project Working Title:</b>	<b>Project Description:</b>		<b>Version: Date:</b>
<b>Project Sponsor:</b>	<b>Contact tel: email:</b>	<b>Plan Author:</b>	<b>Contact tel: email: Organization:</b>
<b>CIRCULATED TO:</b>			
-	-	-	-

PROCUREMENT MANAGEMENT PLAN APPROVAL			
Printed Name & Job Title	Project Role	Signature	Date Approved
	Project Sponsor		
<b>INTRODUCTION:</b> describes the purpose of the Procurement Management Plan, which defines what the project's procurements are, how they will be managed up until and including contract closure. It is here that the project manager describes the management approach he or she will adopt to ensure all procurements meet the needs of the project and lead to completion of the project on time and to budget.			

**ROLES & RESPONSIBILITIES:** defines only those that are pertinent to the management of this plan (full details of all roles and their responsibilities is detailed in HR management plan.) This area of the plan and describes how their role relates to project communications only.

Project manager:  
Members of Project team:

Purchasing department:

Others key individuals:

**PROCUREMENT DEFINITION:** this section of the plan lists each of the items that must be procured for the project and the conditions that apply. It shows how the procurements fit into the project schedule and gives a justification and any conditions that must be listed in a contract. The sign-off level for all individuals who have the authority to procure items may be listed here.

**CONTRACTUAL FORMAT:** in this section the author describes the type of contract that will be used by the purchasing department for the project's procurements. If certain items require a special contractual arrangement that will be stated here as well as any special terms and conditions need to fulfill the project requirements.

**COST DETERMINATION:** this section states how project costs will be calculated and the role that they play in the selection criteria for vendors and suppliers. It outlines how costs will be supplied to third parties in response to - Request for Quote (RFQ), Request for Proposal (RFP), or Request for Bid (RFB).

**PROCUREMENT RISKS:** this part of the management plan outlines the identified risks that are specific to the procurement process and procedures. They will be included in the risk register along with all other project risks.

**PROCUREMENT RISK MANAGEMENT:** describes how the specific risks associated with this knowledge area will be managed. In the instance that specialist staff are required as part of this process they will be listed here and the reasons for their attachment to the project.

**STANDARDIZED PROCUREMENT DOCUMENTATION:** all the different documentation formats that are required for procurement will be listed in this section and how an individual can acquire the required form, template or agreement. Many organizations have their own version of the forms commonly used as part of procurement process e.g. proposal templates, evaluation forms, Non-disclosure agreement, letter of intent etc.

**Templates:**

**Forms:**

**Agreements:**

**Communication Documents:**

**Evaluations & Reviews:**

**PROCUREMENT CONSTRAINTS:** this section of the plan describes the constraints as they relate to the procurement management process from the initial planning through to closure.

**Scope:**

**Schedule:**

**Cost:**

**Resources:**

**Technology / Systems:**

**Third Party Relationships:**

**CONTRACT APPROVAL PROCESS:** explains how each contract will be approved and the process that must be followed for this project. This section also details which people are involved in the approval process, their roles and levels of authority within this important process. Many organizations will use a CRB (Contract Review Board) as the final part of the decision making process. The CRB will be made up of individuals from the contracts department, finance, purchasing, the project team and PMO.

**DECISION CRITERIA:** this section states the criteria that will be used when deciding whether or not to award a contract to a third party and defines the process of how these criterion will be used in managing project procurement.

**VENDOR/SUPPLIER MANAGEMENT:** outlines the individuals who are responsible for managing the day-to-day operations of the project contracts. They will ensure that quality, timeliness and costings adhere to that stated in the agreement. This section of the plan will also defines how any changes will be communicated to these third parties and by whom.

**PROCUREMENT PERFORMANCE METRICS:** this section of the management plan defines what metrics will be used throughout the duration of the project to measure the activity performance of the third parties. These figures feed into the schedule management process and play a key role in post project reviews ensuring lessons learnt are retained for future projects.

Supplier/Vendor	Product/Service	Contract \$	Actual \$	Timeframe	Delivery Status	Quality of Documentation	Quality of Relationship

### APPENDIX A – VERSION HISTORY

This appendix records the version history of this plan. For each new and approved version the reasoning behind its creation are described below

Version Number	Name of Implementation Author	Date Revised	Approved by	Date Approved	Reasoning behind new version
1.0					

### APPENDIX B – GLOSSARY OF PROJECT TERMS

Each project uses standard acronyms and develops their own for the ease of communication. It is important to record them in this plan to ensure clarity of description and terminology is consistent in every communication.

Acronym / Term	Standard or Project Definition
PMO CRB	Project Management Office Contract Review Board

## APPENDIX C – DOCUMENTATION REFERENCES

Any professionally managed project has extensive documentation the purpose of this appendix is to record which documents (plus the version used, if applicable) have been used in the production of and conjunction with of the communications management plan.

ISBN / Reference / Version	Document	Author