PROCUREMENT EVENT NAME: INSERT HERE

PROCUREMENT PLAN

INSERT DATE OF AUTHORSHIP HERE

INSERT VERSION NUMBER HERE

INSERT AUTHOR NAME(S) HERE

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2 PREAMBLE

2.1 PURPOSE OF THIS DOCUMENT

The purpose of this procurement plan is to detail how this procurement event will be executed, monitored and controlled as well as the structures and processes that will be followed in order to facilitate a successful outcome. The procurement plan will be regularly updated by the procurement manager to reflect the current status of the procurement event throughout its life.

2.2 AUDIENCE

The audience of this document are the key stakeholders and procurement team members wishing to provide governance, advice and contribution to the procurement event to ensure it is on track to achieve a successful outcome in the most effective and efficient manner.

2.3 VERSION CONTROL

Version	Date	Author of Change	Description of Change
Template	6 Feb 2015	BUSDOX	Template

Table 1 – Version

2.4 AUTHORISATION

The following people have authorised this document:

Name	Title	Organisation	Version	Date	Signature

Table 2 – Authorisation

2.5 Document Control

It is worth noting the following:

- *The document will start with a document template, e.g. PMT001 – Procurement Plan Template from the **BUSDOX** library of artefacts*
- *As it is developed and reviewed, the word "Template" will be dropped and each revision will be appended with the day's date to ensure it is possible to make a recovery in the case of a problem with the latest version e.g. PMT001 – Procurement Plan yyyymmdd*
- *Once the document has been completed and ready for its intended use, it will be named Version 1.0, e.g. PMT001 – Procurement Plan V1.0 to indicate it has been completed and approved*

3 OVERVIEW

3.1 PROCUREMENT EVENT DESCRIPTION

Insert a brief description of the procurement event here.

3.2 BUSINESS CONTEXT

Insert a description of the business context for the procurement event here.

3.3 BUSINESS BENEFITS

List the key business benefits of the procurement event here.

3.4 PROCUREMENT EVENT OBJECTIVES

List the key objectives of the procurement event here.

4 SCOPE

4.1 HIGH LEVEL SCOPE

It is necessary to impose a boundary around the process. Out-of-scope is requirements management (requirements identification and documentation), which is the input to the procurement management process. Also out-of-scope is delivery management (supplier, contract and delivery) which is an output of the procurement management process. All other activities necessary to complete a procurement event, from the first task of governance to the last task of procurement closure, are included. The following figure is a simple pictorial representation of this scope.

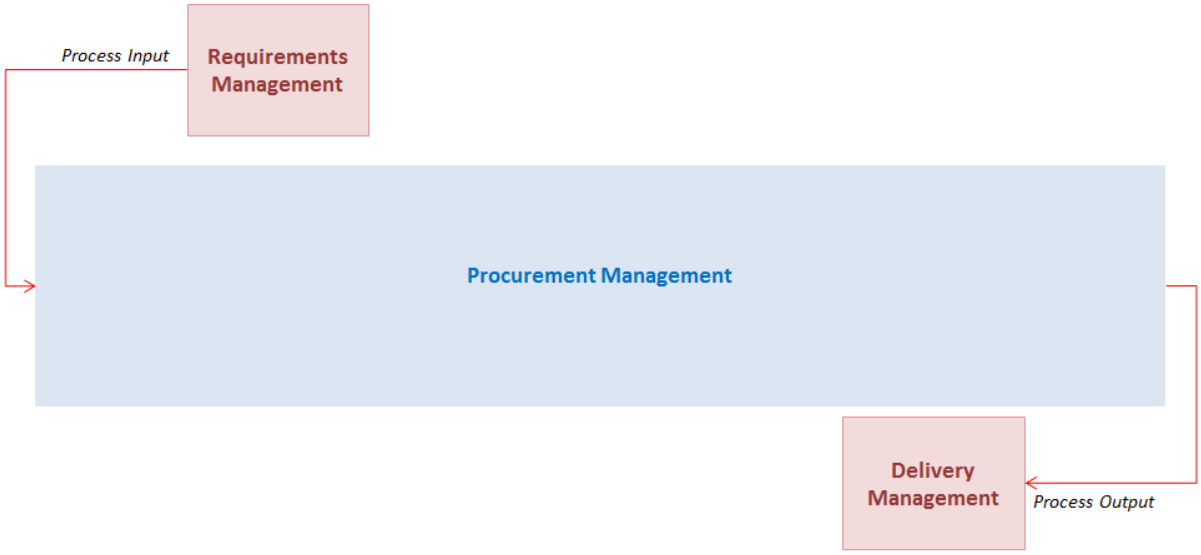

Figure 1 - Procurement Management Process - High-level View

4.2 DETAILED IN-SCOPE

Provide a very detailed list of the in-scope elements of the procurement event here.

4.3 DETAILED OUT-OF-SCOPE

Provide a very detailed list of the out-of-scope elements of the procurement event here.

4.4 ASSUMPTIONS

Provide a detailed description of the assumptions relating to the management of the procurement event here.

4.5 CONSTRAINTS

Provide a detailed description of the assumptions relating to the management of the procurement event here.

5 GOVERNANCE

5.1 INTRODUCTION

Ensuring great governance for a procurement event is essential to ensure the smooth day-to-day running of the exercise, to remove roadblocks that may happen along the way and to gain endorsement to the interim and final recommendations.

5.2 GOVERNANCE STRUCTURE

The following figure shows the governance structure for this procurement event. In this model, the business sponsor and the procurement manager are both members of the procurement governance group. Other members of the procurement team are shown for completeness and these will be discussed in the next section.

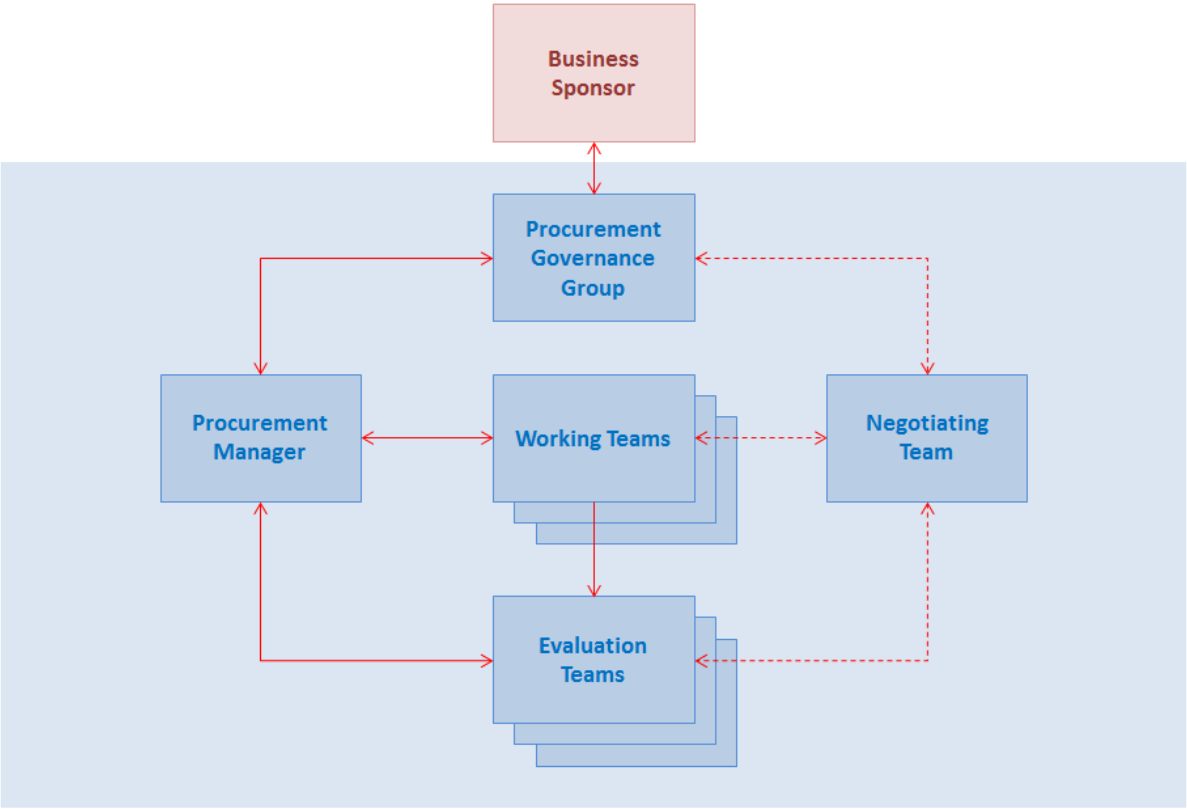

Figure 2 –Governance Structure

5.3 BUSINESS SPONSOR

The business sponsor is the owner of the procurement event on behalf of the client organisation, that is, the organisation for which the procurement event is being carried out.

It is important that a business sponsor ensures the following are carried out:

- *Ensure separation of decision making between the procurement manager and the business sponsor*
- *Ensure realisation of the expected benefits of the procurement event*
- *Ensure oversight of the procurement management function*
- *Carry out senior stakeholder management*

5.4 Procurement Governance Group

The procurement governance group makes an interim recommendation and final recommendation to the business sponsor regarding the successful bidder(s). In addition, the procurement governance group provides validation, guidance and clearance of roadblocks for the procurement manager and the teams. The procurement governance group consists of the following members:

Name	Organisation	Commitment Required Percentage of Time (or specific days/week if relevant) Overall Duration	Responsibilities
			Business Sponsor
			Procurement Manager

Table 3 – Procurement Governance Group Members

5.5 Procurement Manager

In this procurement event, the role of the procurement manager is similar to that of a project manager as many of the standard project management activities apply. As with any complex activity, a certain amount of management and administration is required. Management and administration activities associated with this procurement events include:

- *Planning, scheduling and time management*
- *Risk, issues and dependencies management*
- *Communications and stakeholder management*
- *Document management*
- *Spend management*
- *Reports to the procurement governance group and business sponsor*
- *Recruitment, team building and people management*

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