

# Procurement Management Plan.

Doc -

Project title:

Date prepared :

## 1.- Procurement Authority // Policy.

- Describe the Project Manager's decision authority and limitations, including at least; budget, signature level, contract changes, negotiation and technical oversight.

## 2.- Roles , Responsibilities and Authorities.

Role.	Responsibilities.	Authority.
• <b>Project Manager</b>	• Define the responsibilities of the Project Manager.	• The extent to which the role permits decision making and managing project resources.
• <b>Procurement Department</b>	• Define the responsibilities of the Procurement or contracting representative and department	

## 3.- Standard Procurement Documents.

- List any standard procurement forms, documents, policies, and procedures relevant to procurements.

## 4.- Contract type.

- Identify the contract type, incentive, or award fees and the criteria for such fees.

## 5.- Bonding and Insurance requirements.

- Define the bonding or insurance requirements that must be met by the bidders

## 6.- Legal Jurisdiction and Currency.

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## 7.- Selection criteria.

Weight.

Criteria.

- Identify relative weighting.

- Identify selection criteria.

## 8.- Procurement Assumptions and Constraints.

- Identify and document relevant assumptions and constraints related to the procurement process.

## 9.- Independent Estimates.

- A description of the skills, processes, approaches, tools and techniques that will be applied to improve the process.

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## 10.- Integration requirements.

WBS.

- Define how the contractor's WBS should integrate with the project WBS.

Schedule.

- Define how the contractor's schedule should integrate with the project schedule, including milestones and long lead items.

Documentation.

- Define any documentation needed from the contractor and how that documentation will integrate with project documentation.

Risk

- Define how risk identification, analysis, and tracking will integrate with the project risk management.

Performance Reporting

- Define how the contractor's performance reporting should integrate with the project status reporting, including information on scope, schedule and cost status reporting.

## 11.- Performance Metrics.

Item.

Metric

Measurement Method

Document any metrics that will be used to evaluate the seller's performance on the contract, including the domains of cost, schedule and quality metrics

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## 12.- Prequalified sellers.

## 13.- Timing of key procurement activities.

Date.

Activity