PROCUREMENT MANAGEMENT PLAN
RAMKOLEK: DOCUMENT MANAGEMENT SYSTEM FOR PROJECT DOCUMENTATION PAPERS SUBMISSION

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INTRODUCTION

This plan acts as a roadmap for acquiring everything our project needs, from start to finish. It outlines procurement requirements for Ramkolek and how it will be managed from developing procurement documentation through contract closure. It also details the type of contracts we will use, potential risks involved, and how to mitigate them.

- Items to be procured with justification statements and timelines
- Type of contract to be used
- Risks associated with procurement management
- How procurement risks will be mitigated through contract performance metrics, insurance, or other means
- Determining costs and if/how they're used as evaluation criteria

PROCUREMENT RISKS

The purpose of this section is to identify any potential risks associated with procurement for the project. Depending on the contract type such as document history, or uncertainties in the project's scope, schedule, or budget, potential risks may require more detailed planning and mitigation strategies.

Significant risks and mitigation are as follows:

1. **Human Resource**. Sourcing a Candidate with insufficient experience in developing educational technology platforms or web applications.
2. **Planning and Budgeting.** Project requirements may change during development, leading to increased costs and delays.
3. Miscommunication between team members and the project sponsor can lead to project delays and missed deadlines.

PROCUREMENT RISK MANAGEMENT

The purpose of this section is to describe how risks related specifically to procurement activities will be managed. This will serve as a risk mitigation plan. This will include the involvement of all team members and stakeholders involved in Ramkolek.

Mitigating Risks

1. **Human Resources.** Source Candidates with due diligence, checking references and past projects with similar scope and complexity. The Team Leader/Product Owner should consider candidates with experience in developing documentation system.
2. **Planning and Budgeting.** There is a step guide in the scope management system where changes in the document will go through 7 processes with the change request:
    1) Identifying the Change. Any stakeholder or team member can identify a need for a change request. This provides the proposed change, and its impact on Ramkolek: Document Management System for Project Documentation.
    2) Review and Evaluation. The evaluation of the change request will review its impact on the project scope, deliverables, and goals.
    3) Change Request Documentation. This documents the change request. The document includes details about the change request, and its effect upon implementation.
    4) Change Process Approval. This step involves the project manager whether to approve the change request.
    5) Implementing Approved Changes. This step involves the changes Ramkolek: Document Management System for Project Documentation and its documentation to be updated.
    6) Communication about the update. It is important that all team members and stakeholders communicate on the update on the system and the document. This will clear confusion about the project.
    7) The rejected change request will keep the original goals and objectives of the project.
3. **Miscommunication.** The scrum master should facilitate, utilize project management tools and schedule regular meetings to track progress and address issues promptly. This clears confusion among team members and stakeholders involved in the project.

COST DETERMINATION

The purpose of this section is to describe how costs will be determined and if/how it will be used as part of the selection criteria. Costs are almost always used as part of the procurement decision criteria but may be prioritized differently depending on the organization.

Hardware Costs. Starting with the initiation phase, these are equipment that team members will use. There is a maximum amount for 6 units.
Office Supplies. Equipment that will be used in the office. There is a maximum of 6 units.

Office Space. This will be during development. The monthly rent for a space in Makati. This accommodates team members that will develop the project.
Electricity & Internet. The monthly payment for development of project within the office space.
Transportation. The given allowance for team members can be used to get to the workplace.
Food Allowance. It is standard policy for a workplace to provide food allowance to the individuals in the workforce. This has a maximum unit of 6.

PROCUREMENT CONSTRAINTS

The purpose of this section is to describe any constraints which must be considered as part of the project's procurement management process. These constraints may be related to schedule, and cost. As constraints are identified, it must be considered every step of the way as procurement activities are planned and conducted. Every effort must be made to identify all constraints prior to any project or procurement planning as constraints identified later in the project lifecycle can significantly impact the project's likelihood of success.

Budget Constraint. Our group has a predetermined budget within the Open Project. The Product Owner must ensure that the cost of development should not exceed. For the project might have changes, budget would need adjustments.

Schedule. As the project progresses there will be changes. These changes could get the project to be out of track, delaying the development. The scrum master must ensure that the schedule of tasks should be refined and organized. Developers follow this schedule so that tasks are not behind.

CONTRACT APPROVAL PROCESS

The purpose of this section is to define the process through which contracts must be approved:

Scope Management Plan
Schedule Management Plan
Cost Management Plan
Resource Management Plan
Quality Management Plan
Risk Management Plan
Communication Management Plan
Change Management Plan
Implementation Plan

PERFORMANCE METRICS FOR PROCUREMENT ACTIVITIES

This section describes the metrics to be used for procurement activities associated with the project.

Schedule Variance (SV) is a measurement of the schedule performance for a project. It's calculated by taking the Earned Value (EV) and subtracting the Planned Value (PV). This tells us if Ramkolek is behind or ahead of schedule. If SV is zero, then the project is perfectly on schedule. If SV is greater than zero, the project is earning more value than planned thus it's ahead of schedule. If SV is less than zero, the project is earning less value than planned thus it's behind schedule. This means that the team should identify the cause of the delay.

Cost Variance (CV) is a measurement of the budget performance for a project. CV is an indicator of how we maintain the project in Ramkolek. CV is calculated by subtracting Actual Costs (AC) from Earned Value (EV). EV is the actual value earned in the project. AC is the actual costs incurred to date, thus when we subtract what our actual costs from the EV we have a good measurement which tells us if we are above or below budget. If CV is zero, then the project is perfectly on budget. If the CV is positive, then it means we are underbudget. The project has earned more than the planned cost. If the CV is negative, it is overbudget. It has earned less than the plan.

Schedule Performance Index (SPI) measures the progress achieved against that which was planned. SPI is calculated as EV/PV. If EV is equal to PV the value of the SPI is 1. If EV is less than the PV then the value is less than 1, which means the project is behind schedule. If EV is greater

than the PV the value of the SPI is greater than one, which means the project is ahead of schedule. A well performing project should have its SPI as close to 1 as possible, or maybe even a little under 1.

Cost Performance Index (CPI) measures the value of the work completed compared to the actual cost of the work completed. CPI is calculated as EV/AC. If CPI is equal to 1 the project is perfectly on budget. If the CPI is greater than 1 the project is under budget, if it's less than 1 the project is over budget.

Sponsor Acceptance

Approved by the Project Sponsor:

Date:

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