**Procurement Management Plan**

**<ReqM Tool>**

**NTT Data Romania**

**Street Constanta 19-21**

**Cluj Napoca City, 400158**

**2019**

**Table of Contents**

[1 Introduction 3](#_Toc6072075)

[2 Procurement Management Approach 4](#_Toc6072076)

[3 Procurement Definition 5](#_Toc6072077)

[4 Procurement Risk 6](#_Toc6072078)

[5 Sponsor Acceptance 7](#_Toc6072079)

# Introduction

This Procurement Management Plan sets the procurement framework for this project. It will serve as a guide for managing procurement throughout the life of the project and will be updated as acquisition needs change. This plan identifies and defines the items to be procured, the types of contracts to be used in support of this project, the contract approval process, and decision criteria. The importance of coordinating procurement activities, establishing firm contract deliverables, and metrics in measuring procurement activities is included. Other items included in the procurement management plan include: procurement risks and procurement risk management considerations; how costs will be determined; how standard procurement documentation will be used; and procurement constraints.

# Procurement Management Approach

The Project Manager will provide oversight and management for all procurement activities under this project. The Project Manager will work with the project team to identify all items to be procured for the successful completion of the project.

# Procurement Definition

The following procurement items and/or services have been determined to be essential for project completion and success. The following list of items/services, justification, and timeline are pending PMO review for submission to the contracts and purchasing department:

|  |  |  |  |
| --- | --- | --- | --- |
| Item/Service | Justification | Period needed | Price |
| Laptop (x2) | Needed by the students. Can be procured from DIS Department. | TBD | free |
| Monitor (x2) | Needed by the students. Can be procured from DIS Department. | TBD | free |
| Keyboard (x2) | Needed by the students. Can be procured from DIS Department. | TBD | free |
| Mouse (x2) | Needed by the students. Can be procured from DIS Department. | TBD | free |

In addition to the above list of procurement items, the following individuals are authorized to approve purchases for the project team:

**Name** **Role**

Cunita Bogdan Project Manager

Herciu Bogdan Project Coordinator

# Procurement Risk

All procurement activities carry some potential for risk which must be managed to ensure project success. While all risks will be managed in accordance with the project’s risk management plan, there are specific risks which pertain specifically to procurement which must be considered:

* Hardware not available from DIS Department.

These risks are not all-inclusive and the standard risk management process of identifying, documenting, analyzing, mitigating, and managing risks will be used

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Bogdan Cunita

Project Manager