**Procurement Management Plan**

**Shrine of the Five Wounds: A Web-based Church Request Management System**

**ASIA PACIFIC COLLEGE**

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**April 15, 2024**

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# Introduction

The procurement management plan, a comprehensive guide aimed at defining and managing the procurement requirements essential for our project’s success. This plan serves as our compass, steering us from the initial development of procurement documentation through to the closure of contracts. In these documents, we carefully detail various aspects, such as the items to be purchased, contract types, associated risks, and strategies for risk mitigation. Additionally, we explore cost considerations, the use of standardized templates, and how to manage multiple suppliers, if necessary. With a keen focus on coordination with project scope, budget, and schedule, this plan ensures alignment and coherence throughout the procurement process.

# Procurement Risks

# Procurement risks for the development of the web-based Church Request Management System for The Shrine of the Five Wounds of Our Lord Jesus Christ Parish include the potential for selecting an unsuitable technology vendor leading to delays or software quality issues, integration challenges with existing systems, dependence on unreliable vendor support, budget constraints hindering the procurement of necessary resources, scope creep due to unclear project requirements, and the risk of legal or contractual issues during vendor negotiations. These risks could impact project timelines, budgets, and the successful implementation of the system.

# Procurement Risk Management

We'll focus on identifying potential challenges specific to acquiring the necessary resources. This involves anticipating issues like vendor selection, integration compatibility, and budget constraints.

# Cost Determination

For procurements involving goods or services from external vendors, costs are typically obtained through Requests for Quote (RFQ), Requests for Proposal (RFP), or Requests for Bid (RFB). Vendors respond with detailed quotes, proposals, or bids outlining the costs of the goods or services to assist in decision-making. While costs are almost always considered in procurement decisions, their prioritization may vary depending on the organization's preferences and priorities.

It may also be worth considering the items below to ensure that there is value in any procurement activities

1. Cost Analysis: Break down and analyze costs to identify potential savings or areas for negotiation.
2. Total Cost of Ownership (TCO): Consider all lifecycle costs, including maintenance and operational expenses.
3. Risk Contingency: Plan for cost overruns by allocating reserves for potential risks.

# Procurement Constraints

The following constraints must be considered as part of the web-based church request management system for the Shrine of Five Wounds of our Lord Jesus Christ. procurement management process:

1. **Cost Constraint:**

* The financial aspect of a project is critical. It involves managing the project budget effectively.

1. **Time Constraint:**

* Project have deadlines, and procurement activities must align with these timelines.

1. **Scope Constraint:**

* Procurement activities should align with this scope. The scope defines the tasks required to achieve project goals.

These constraints must be considered throughout the procurement process to ensure that the web-based church request management system for the Shrine of Five Wounds of our Lord Jesus Christ project requirements is met within the project's timeline and budget constraints.

# Contract Approval Process

The contract approval process for the web-based church request management system for the Shrine of Five Wounds of our Lord Jesus Christ project will follow a systematic and organized approach to ensure the timely and effective approval of all contracts. The process will follow the policies and procedures of the organization and include the following phases:

1. **Identification and gathering of information:** The process begins when a procurement professional identifies the need for a new contract or reviews an existing one. Relevant information related to the contract is collected including the scope, terms and conditions and payment terms.
2. **Stakeholder Review:** These stakeholders may include representatives from legal departments, finance teams, projects manager, and other decision-makers. Various stakeholders within the organization participate in the review process.
3. **Negotiation:** After thorough review, negotiations may occur to refine the contract terms. This stage ensures that both parties agree.
4. **Contract Approval:** The final version of the contract is presented for approval. Authorized personnel, delegated to sign contracts on behalf of the organization, review and approve the contract.

Remember that transparency, compliance, and efficiency are essential throughout the contract approval process.

# Decision Criteria

For the web-based church request management system for the Shrine of Five Wounds of our Lord Jesus Christ project, the following decision criteria will be used by the contract review board:

**Communication:** Throughout the project lifecycle, the vendor must have outstanding communication skills and be receptive to questions, concerns, and updates. Successful teamwork requires open and efficient channels of communication.

**Flexibility and Collaboration:** The vendor should demonstrate the ability to work closely with the team inside the organization, exhibiting adaptability in allowing for alterations, suggestions, and modifying project requirements.

**Technical Proficiency:** The vendor should exhibit experience in related projects and knowledge of pertinent technology, as well as the technical skills and capabilities required to finish the project successfully.

**Risk management**: The supplier must demonstrate a thorough comprehension of potential risk and have put in place efficient procedures for mitigating those risks. This comprises determining project-related risks and risks related to procurement execution.

The given criteria guarantee that the procedure for choosing a vendor for the web application project is thorough and compliant with an organization's different needs.

# Performance Metrics for Procurement Activities

Metrics ensure that procurement stays on schedule and may include factors like vendor response time, adherence to delivery schedules, and quality of delivered goods or services. Additionally, these metrics provide data on vendor performance, aiding in future vendor selection criteria.

# Sponsor Acceptance

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Description automatically generatedApproved by the Project Sponsor:

Date: June 26, 2024

Ms. Princess Malatag

Parish Secretary