Certainly! Tailoring the process manual to the specific scenario of hiring a Project Manager (PM) for a 3-month period introduces nuances related to service procurement, particularly in professional staffing. Here's a more detailed guide:

Process Manual for Hiring a Project Manager for 3 Months

1. **Category Selection**

- **Objective**: Correctly identify the service category to streamline the procurement and ensure compliance with HR and procurement policies.

- **Process**:

  1. Classify the need under "Temporary Staffing" or "Consultancy Services" based on the nature of the project and organizational norms.

  2. Ensure the category chosen aligns with the internal guidelines for hiring and procurement.

2. **Cost Centre and Budget Approvals**

- **Objective**: Secure approval for the budget allocated for hiring a temporary PM.

- **Process**:

  1. Determine the project's cost centre to allocate the expense.

  2. Estimate the total cost considering the PM's market rate, additional expenses (software, equipment), and overheads.

  3. Draft a justification document outlining the necessity, benefits, and ROI of hiring a temporary PM.

  4. Obtain approvals from the project sponsor, finance, and HR departments.

3. **Approvers Involved**

- **Objective**: Clarify the hierarchy and sequence of approvals for efficiency and compliance.

- **Process**:

  1. **First Level**: Project Sponsor or Department Head for initial endorsement.

  2. **Second Level**: Finance for budget verification and approval.

  3. **Final Approval**: Procurement for compliance and contract terms, and HR for alignment with staffing policies.

4. **Quotation Required**

- **Objective**: In this context, replace "quotation" with "candidate proposals" or "service provider quotes."

- **Process**:

  1. Create a detailed Request for Proposal (RFP) including project objectives, PM qualifications, and experience requirements.

  2. Distribute the RFP to staffing agencies or post on professional service marketplaces.

  3. Evaluate submissions based on experience, methodology, and financial proposal.

5. **Buyer Tasks**

- **Objective**: Outline the step-by-step responsibilities from identifying the need to hiring a PM.

- **Process**:

  1. Conduct an internal needs assessment and define the project scope.

  2. Secure budget and necessary approvals.

  3. Issue RFP and assess candidates or bids.

  4. Interview top candidates or negotiate with service providers.

  5. Select the best fit based on qualifications, approach, and cost.

6. **Convert to Purchase Order (or Contract)**

- **Objective**: Formalize the agreement with a contract specific to professional services.

- **Process**:

  1. Draft a service contract including duration, deliverables, milestones, payment terms, confidentiality clauses, and termination conditions.

  2. Obtain legal review and approval.

  3. Have both parties sign the contract to commence the engagement.

7. **Expected Lead Time**

- **Objective**: Set a realistic timeline for the hiring process through to project initiation.

- **Process**:

1. Plan for a 4-6 week lead time from RFP issuance to contract signing, considering evaluation, interviews, and negotiations.

2. Include an onboarding period for the PM to familiarize themselves with the project and team.

Additional Tips:

- **Performance Metrics**: Define clear KPIs and regular check-ins to ensure the PM's performance aligns with project goals.

- **Integration**: Ensure the PM has access to necessary tools, systems, and support to integrate seamlessly into the team.

- **Exit Strategy**: Plan for the completion or early termination of the contract, including knowledge transfer and project handover procedures.

This tailored manual aims to provide a comprehensive overview of the process for hiring a temporary Project Manager, ensuring clarity, compliance, and efficiency throughout the procurement cycle.