Procurement Plan
For [Project Name]

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Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager *[if applicable]*			
Procurement Manager *[if applicable]*			
Communications Manager *[if applicable]*			
Project Office Manager *[if applicable]*			

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1   Procurement Requirements

In this section, document the procurement requirements of the project, and complete market research to ensure that you can feasibly source the procurement items when required.

1.1   Requirements

Define what you are procuring (or outsourcing). Using the following table, list and describe the procurement items, which must be procured to help the project team to achieve its objectives; offer your reasoning for outsourcing these items to external suppliers; and finally, list the quantities required and the budget available.

Item	Description	Justification	Quantity	Budget

1.2   Market Research

Complete research to show that the market includes a range of suppliers and offerings that are able to meet the procurement needs of the project. To prove that suitable offerings are currently available, list examples in the following table:

Item	Supplier	Offering	Price	Availability

2   Procurement Plan

2.1   Schedule

Create a detailed schedule for the selection of a preferred supplier, delivery of procurement items and management of the supplier performance, as follows:

ID	Task Name	Apr 17, '06 4/17	Apr 24, '06 4/24	May 1, '06 5/1	May 8, '06 5/8	May 15, '06 5/15	May 22, '06 5/22
1							
2	**PRODUCE TENDER**						
3	**Issue RFI**						
4	Document "Statement of Work (SOW)"						
5	Document "Request For Information (RFI)"						
6	Release Tender Documents (RFI and SOW)						
7	Receive & Evaluate Tender Responses						
8	Select Tender Shortlist & Notify Suppliers						
9	**Issue RFP**						
10	Update "Statement of Work (SOW)"						
11	Document "Request For Proposal (RFP)"						
12	Release Tender Documents (RFP and SOW)						
13	Receive & Evaluate Tender Responses						
14	Select Preferred Tender & Notify Suppliers						
15	**Issue Contract**						
16	Document Supplier Contract						
17	Negotiate Supplier Contract						
18	Sign Supplier Contract						
19	Initiate Contractual Obligations						
20	*Tender Process Complete*						
21							
22	**DELIVER PROCUREMENT ITEMS**						
23	Deliver Products						
24	Deliver Services						
25	Deliver Other Results						
26							
27	**REVIEW SUPPLIERS**						
28	Conduct Supplier Review I						
29	Conduct Supplier Review II						
30	Conduct Supplier Review III						

2.2 Assumptions

List any assumptions made during this procurement planning process.

2.3 Constraints

List any constraints identified during this procurement planning process.

3 Tender Process

Describe the process for short-listing, selecting, and contracting preferred suppliers to the project.

3.1 Activities

List the activities required to select and contract a preferred supplier to the project.

3.2 Roles

List the roles and responsibilities involved with appointment of a preferred supplier to the project

3.3 Documents

List the documents used to contract a preferred supplier to the project.

4 Procurement Process

Describe the process for receiving, reviewing and accepting procurement items from suppliers on behalf of the project.

4.1 Activities

List the activities required to receive and accept procurement items from suppliers contracted to the project.

4.2 Roles

List the roles and responsibilities involved with receiving and accepting procurement items from suppliers contracted to the project.

4.3 Documents

List the documents used to receive and accept procurement items from suppliers contracted to the project.

5 Appendix

Attach any documentation you believe is relevant to the Procurement Plan, such as:

- *Project documentation (e.g. Business Case, Feasibility Study, Terms of Reference, Project Plan, Resource Plan, Financial Plan or Quality Plan)*
- *Requirements Analysis or Needs Analysis documentation*
- *Market Research materials*
- *Other relevant information or correspondence*