**Procurement Management Plan**

**Hotel Fanshawe Centralized Reporting Software System**

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**11/14/2019**

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# Introduction

The purpose of the Procurement Management Plan is to define the procurement requirements for the project and how it will be managed from developing procurement documentation through contract closure. The Procurement Management Plan defines the following:

* Items to be procured with justification statements and timelines
* Type of contract to be used
* Risks associated with procurement management
* Any constraints pertaining to procurement
* Project Plan

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. The first is an example, please list 3 more:

|  |  |  |
| --- | --- | --- |
| **Procurement Needed** | **Justification/Deliverables Supported** | **Needed By/Req Date** |
| Software Version 4.0 package with 50 licenses | Complete Lab testing of software integration and Install software on all workstations | 18 July, 2019 |
| Cisco UCS C480 M5 Rack Server (15 units) | High performance cisco servers to support our application. This server support high memory and is highly scalable. | 28 Oct, 2019 |
| Windows Server 2019 15(units) | This software are used for manage the servers we purchased | 22 Oct, 2019 |
| Palo alto firewall | Used for network security on the server infrastructure | 22 Oct, 2019 |

# Type of Contract to be Used

The purpose of this section is to describe the type of contract to be used so the contracts and purchasing department can proceed accordingly. There are many different types of contracts like firm-fixed price, time and materials (T&M), cost-reimbursable, and others. Different procurement items may also require different contract types. A well-defined product may be a firm-fixed price while a product which will require a research and development effort may be a T&M contract.

|  |  |
| --- | --- |
| **Item/Service** | **Contract Type** |
| Palo alto firewall | Fixed Price |
| Windows Server 2019 | Fixed Price |
| Cisco UCS C480 M5 | Fixed Price |

# Procurement Risks

The purpose of this section is to identify any potential risks associated with procurement for the project. Depending on the contract type, items or services being purchased, vendor history, or uncertainties in the project’s scope, schedule, or budget, potential risks may require more detailed planning and mitigation strategies. For instance, if an organization has a close relationship to a vendor but there is a chance that vendor will no longer to be able to provide goods or services needed, this represents a significant risk to the project’s procurement activities that must be managed.

**In point form list any possible risks that could impact procurement**

* The windows server 2019 is can not be proper used on cisco server
* The Palo alto firewall is not compatible with the cisco server

# 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, cost, scope, resources, technology, or buyer/seller relationships. Every effort must be made to identify all constraints as constraints identified later in the project lifecycle can significantly impact the project’s likelihood of success.

For each section below list possible constraints you may have in your project related to procurement.

Schedule:

* Cisco delayed the server shipping and installation. There are should be reserved time for the delayed constraints.

Cost:

* Windows 2019 price might go up in every year.

Scope:

* The windows 2019 server not compatible with the cisco server so we must buy new OS

Resources:

* We do not have enough staffs to install the servers and software.

Technology:

* New servers rolls out in the future so the old hardware are out of date.

# Project Plan

Paste the relevant tasks from your Project Plan (from Assignment 2 – Project Charter) that support the procurement process. Please list at least 3.

1. Purchasing servers and deploying for the BI reporting system – 11 / 15 / 2019
2. Software vendor assists to deploy their software to the servers infrastructure – 11 / 25 / 2019
3. Finding potential vendors – 10/5/2019