**Procurement Plan**

The procurement plan will specify how the purchase and or addition of new resources to the project will take place.

1. **Project Procurement requirements:**

The project we are currently working on is the creation of a Digital Marketing Plan, which will not require the purchase of any materials or software. However, for now, it will require the potential addition of a new Business Development employee who will take care of 50% of the work stated in the WBS. We are working with the assumption that the company already has a Business Development Director.

1. **Procurement Process:**

To authorize this addition, and in the event the project team would need to purchase any materials or software, these are the steps we will follow:

1. Project Team will request a “project resource request” for the BD employee that we would like to hire. This request will include:

* Project Scope / Description
* Work Description and Role
* Desired Skills
* Deliverables
* Date Requested
* Hours or % FTE
* Work Location
* Reporting Structure

1. The request will be reviewed by the Project Manager, who will oversee approving the request
2. A contract must be created and signed by both parties
3. All contracts will be reviewed by the legal department
4. Once all reviews are done, the sponsor will be responsible for the final approval

**Appendix:**

**Resource Request Template**

**Project Resource Request Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Request:** | |  | | | |
| **Action to be Taken:** | |  | | | |
| **Resource Name:** | |  | | | |
| **Resource User ID No.:** | |  | | | |
| **Resource Title:** | |  | | | |
| **Category Code:** | | *(For example, CONT for contractor, EMP for employee)* | | | |
| **Resource Type:** | |  | | | |
| **Billing Rate:** | | *(For example, actual rate required for contractors)* | | | |
| **Department Code:** | |  | | | |
| **Administrative Manager:** | |  | | | |
| **Employee Classification:** | | *(For example, C for contractor, E for employee)* | | | |
| **Project Team No.:** | |  | | | |
| **Lead Time for Payroll:** | | *(For example, time needed to print and process timesheets manually)* | | | |
| **Electronic Time Approval:** | | *(For example, time needed to process timesheets electronically)* | | | |
| **Name of Person Approving Timesheets:** | |  | | | |
| **Timekeeper or Vendor ID/Name:** | |  | | | |
| **Project Name and Number for Which Hired:** | | *(Especially important for keeping tabs on contractors)* | | | |
| **Start Date:** | |  | | | |
| **Hours per Week:** | | *(If different than default 40 hours per week)* | | | |
| **Overtime Rate:** | | *(If different than default time and one-half exceeding 40 hours per week)* | | | |
| **Time Entry Required?** | | *(A must for keeping tabs on contractors)* | | | |
| **Print Timesheet?** | | *(Contractors should print their timesheets for approval)* | | | |
| **Termination Date:** | | *(For terminations, contract expirations, retirements, etc.)* | | | |
| **Account Distribution** | | | | | |
| **Job or Work Order No.** | **Account No.** | | **%** | Resource Payroll Account Code | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
| **Project Manager/Team Representative Sign-off:** | | |  | | **Date:** |
| **Financial Department Sign-off:** | | |  | | **Date:** |
| **PMO Sign-off:** | | |  | | **Date:** |
|  |  |  |  |  |  |

*Source: Project Management Institute*