**Procurement Management Plan**

**SmartBooks: Optimizing Book and eBook Acquisition and Utilization in Asia Pacific College Library**

**Asia Pacific College**

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# Introduction

The procurement management plan outlines how the SmartBooks project will handle procurement activities, including vendor selection, contract management, and supplier relationships. It defines the processes, roles, responsibilities, and key considerations for procuring goods or services needed for the project's success. The procurement management plan ensures that procurement activities are conducted efficiently, cost-effectively, and in compliance with organizational policies and regulations. By having a well-defined plan in place, the SmartBooks project can effectively manage and control its procurement activities, leading to successful project outcomes.

# Procurement Risks

To manage these risks, we will carefully evaluate vendors, control procurement costs, monitor deliveries, ensure quality standards, establish clear contracts, address legal considerations, and have backup plans for supply chain disruptions. Procurement Risks for the SmartBooks Project:

* **Vendor Selection:** The risk of choosing the wrong vendor or supplier for the project.
* **Cost Overruns:** The risk of exceeding the budget for procurement activities.
* **Delivery Delays:** The risk of delays in receiving the purchased goods or services.
* **Quality and Performance:** The risk of procuring items that don't meet quality or performance expectations.

# Procurement Risk Management

To manage procurement risks effectively, we will follow a proactive approach. We will identify potential risks related to vendors, costs, delivery, quality. Then, we will prioritize the most significant risks and take actions to mitigate them. Our mitigation strategies will include thorough vendor evaluations, clear contracts, monitoring supplier performance, and having backup plans for supply chain disruptions. We will closely monitor procurement activities and promptly respond to any deviations or issues that arise. Throughout the project, we will maintain clear documentation and communicate effectively with stakeholders to ensure transparency and alignment.

# Cost Determination

The team will determine the costs of procurement for the SmartBooks project by following three key steps:

* **Identify Requirements:** The team will clearly define what goods or services are needed and their quality standards.
* **Research Market Prices:** The team will gather information on potential vendors and compare prices in the market to understand the cost range.
* **Evaluate Vendors:** The team will carefully assess vendor proposals, considering both cost and other factors like reputation and past performance.

# Procurement Constraints

By recognizing and addressing these procurement constraints, the SmartBooks project can optimize its procurement process, stay within budget and timelines, ensure compatibility with technology requirements, and effectively allocate resources for successful project implementation. The procurement constraints of the SmartBooks project include:

* **Budget:** The project needs to adhere to a specific budget allocated for procurement activities. This means that the costs of procuring goods or services should align with the available budget, and the team needs to ensure effective cost management throughout the procurement process.
* **Time:** The project has specific timelines and deadlines that must be followed. This includes the procurement process, which needs to be completed within the allocated timeframe to avoid delays in project implementation.
* **Technology:** The procurement of certain goods or services may require compatibility with existing technology infrastructure or specific technical requirements. It is essential to ensure that the procured items are compatible and can seamlessly integrate with the project's technology environment.
* **Staffing:** The project team may have limited resources or expertise in certain procurement areas. This constraint requires careful resource allocation and potentially seeking external expertise or assistance to effectively handle the procurement activities.

# Contract Approval Process

The contract approval process for the procurement plan of the SmartBooks project involves several steps. First, the project team evaluates potential vendors based on specific criteria such as capabilities, experience, and pricing. Once the preferred vendor(s) are identified, negotiations take place to finalize the contract terms.

Next, the project team, along with legal and procurement experts, drafts a contract that includes important details such as scope of work, deliverables, pricing, and timelines. This contract is then internally reviewed by key stakeholders to ensure compliance with organizational policies and regulations. Any necessary revisions are made at this stage.

Once the contract is ready for approval, it is submitted to the designated authority, which could be the project sponsor or senior management, for their review and authorization. The approval process involves assessing the contract's terms, financial implications, and alignment with project goals.

Once the contract receives approval, it is signed by both parties, signifying their commitment to fulfilling the agreed-upon terms. The project team ensures that all necessary documentation and administrative procedures are completed, including obtaining signatures and maintaining copies of the contract.

# Decision Criteria

The decision criteria for the procurements of the SmartBooks project are based on cost, quality, compatibility, vendor capability, reliability, and support. The project team evaluates the cost of the procurement in relation to the allocated budget and assesses the quality of the goods or services being procured. Compatibility with the project's technology infrastructure is considered, along with the capabilities and expertise of the vendors. The team also evaluates the reliability of the vendors and their ability to provide post-procurement support and maintenance. By considering these criteria, the project team can make well-informed decisions when selecting vendors for procurement, ensuring cost-effective, high-quality, and compatible solutions that are supported by reliable vendors.

# Performance Metrics for Procurement Activities

These metrics help monitor efficiency, cost-effectiveness, vendor performance, compliance, and stakeholder satisfaction, ensuring successful procurement outcomes for the SmartBooks project. The performance metrics for procurement activities in the SmartBooks project include:

1. **Cost Savings:** Measuring the effectiveness of procurement by comparing actual costs with projected or budgeted costs.
2. **Vendor Performance:** Evaluating vendors based on factors like timely delivery, quality, and responsiveness.
3. **Contract Compliance:** Ensuring vendors fulfill their contractual obligations, including timely delivery and adherence to terms.
4. **Stakeholder Satisfaction:** Gauging the satisfaction of project team members, end-users, and management with procurement outcome.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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