PROCUREMENT AUDIT

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title:** | | |  | |  | **Date Prepared:** | |  |
| **Project Auditor:** | |  | | **Audit Date:** |  | |
| **Vendor Performance Audit**   |  |  | | --- | --- | | **What Worked Well** | | | [**Scope**](#Scope) |  | | **[Quality](#Quality" \o "Describe aspects of product quality that were handled well.)** |  | | **[Schedule](#Schedule" \o "Describe aspects of the contract schedule that were handled well.)** |  | | **[Cost](#Cost" \o "Describe aspects of the contract budget that were handled well.)** |  | | **[Other](#Other" \o "Describe any other aspects of the contract or procurement that were handled well.)** |  | | **What Can Be Improved** | | | **[Scope](#Scope" \o "Describe aspects of contract scope that could be improved.)** |  | | [**Quality**](#Quality) |  | | [**Schedule**](#Schedule) |  | | [**Cost**](#Cost) |  | | [**Other**](#Other) |  | | **[Procurement Management Process Audit](#Procurement_Management_Process_Audit" \o "Indicate if each process was followed or not Describe any tools or techniques that were effective for the process.)**   |  |  |  | | --- | --- | --- | | **Process** | **Followed** | **Tools and Techniques Used** | | *Plan Procurements* |  |  | | *Conduct Procurements* |  |  | | *Administer Procurements* |  |  | | *Close Procurements* |  |  | | |   **PROCUREMENT AUDIT**  **[Description of Good Practices to Share](#Description_of_Good_Practices_to_Share" \o "Describe any good practices that can be shared with other projects or that should be incorporated into organization policies, procedures, or processes. Include in-formation on Lessons Learned.)**   |  | | --- | |  |   **[Description of Areas for Improvement](#Description_of_Areas_for_Improvement" \o "Describe any areas that should be improved with the procurement process. Include information that should be incorporated into policies, procedures, or processes. Include information on Lessons Learned.)**   |  | | --- | |  | | | | | | | | | |