**MILESTONE 4** - **GROUP 4**



**Project Title:** **Eventz**

**Project Start Date:** 05/11/2021**Project End Date:** 06/03/2021

**Team Name: Millennium Management Solutions**

**Team member Names:**

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**1.1 Procurement Management Plan**

**Date:** 05/31/2021

**Project Name: Eventz**

**Procurement Management**

After a fulfillment planning with enter like scope baseline, the needs documentation, teaming settlement, the risk entry register, hobby resource requirement, the assignment time table, pastime fee estimates, the price usual performance baselines, and organizational method property, this document changed into made.

**Guidelines on Types of Contracts:**

* There are several types of contracts, such as firm-fixed price, time and materials (T&M), cost-refundable, and others.
* Firm fixed price: The fixed-price contract is a legal arrangement between the project company and an individual (person or enterprise) to provide the project with products or services at an negotiated price. In general, the contract specifies the price of the goods or services, the timing needed to support the project, and the price for delivering goods or services.
* Time And Materials: On small activities that have a high uncertainty, the contractor might charge an hourly rate for labor, plus the cost of materials, plus a percentage of the total costs. This type of contract is called time and materials (T&M).
* Cost Reimbursable Constants: The company agrees to pay the contractor for the expense of delivering the service or of providing the goods in a non-refundable contract. These types of contracts also referred to as Cost-plus contracts. Different pieces of procurement can require different types of contract. A well defined product may be a firm price while a product requiring research and development effort may be a contract with T &M. All goods and services to be procured for this project will be demanded under fixed-price contracts. The project team will work with the contracts and purchasing department to define the types of items, the quantities, the services and the delivery dates required. The contracts and procurement department must then apply for tenders from different suppliers to procure the products within the time frame required and at fair cost under the firm's fixed price contract once the vendor has been selected. Chew-Chew pest website will use the firm-fixed price. In which we will get the contract out of Customer where we will build the appropriate website based on client requirements. And we'll do that in a fixed budget that was agreed at the initial stage with the client.

**Standard procurement documents or templates:**

* The Bank provided procurement documents to be used by Borrowers for projects funded by the IPF Which include records relating to GPN, SPN, EOI, REOI, Standard Prequalification; Documents for initial search, Request for bids and Request for proposals.
* For this project three types of procurement documents are used.
* The first type of document is Request for information(RFI) which is usually used when a customer has limited expertise and exposure to an industry.
* The key explanation for the RFI procedure is that a bidder would have identified a long list of possible vendors for their project and may proceed with the issuance of next documents.
* The Request for Proposal or Request for Quote is the second phase in the procurement documentation process. These two documents are not interchangeable, but there are instances where you can jump to the RFQ right.
* The buyer tells the sellers exactly what they want: "provide me a quote for the following products. ”Nevertheless, an RFP requires the seller to decide how they can fix or resolve the needs of the buyer: "provide me with your idea about how to fix my problems."

**Guidelines for creating procurement documents**:

* Collecting Knowledge- A potential customer first seeks out suppliers, who meet the product requirements.
* Supplier Contact-When identifying a prospective supplier, The Customer demands quotations, deals, details and tender.This can be achieved through ads, or direct contact with the manufacturer.
* Background Review-The customer now looks at the references for the goods / services in question and may also take samples of goods / services or carry out trials.
* Negotiation-Next negotiations are conducted on size, availability and customization options. The contract is concluded for the purchase of the goods or services.
* Fulfilment-The ordered goods or services shall be shipped and delivered on the basis of the contract signed. payment is finished at this stage too, Additional training or product implementation can be offered as well.
* Renewal-Upon consumption or disposal of the goods or services and expiry of the contract; The product or service must be reshuffled.

**Roles and responsibilities:**

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| **Name and Signature** | **Role** | **Position** | **Contact Information** |
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