

PROCUREMENT AUDIT

Project Title: _____

Date Prepared: _____

Project Auditor: _____

Audit Date: _____

Vendor Performance Audit

What Worked Well:	
Scope	
Quality	
Schedule	
Cost	
Other	
What Can Be Improved:	
Scope	
Quality	
Schedule	
Cost	
Other	

Procurement Management Process Audit

Process	Followed	Tools and Techniques Used
Plan Procurements		
Conduct Procurements		
Administer Procurements		
Close Procurements		

Description of Good Practices to Share:

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Description of Areas for Improvement:

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PROCUREMENT AUDIT

Project Title: _____

Date Prepared: _____

Project Auditor: _____

Audit Date: _____

Vendor Performance Audit

What Worked Well:	
Scope	<i>Describe aspects of product scope that were handled well.</i>
Quality	<i>Describe aspects of product quality that were handled well.</i>
Schedule	<i>Describe aspects of project schedule that were handled well.</i>
Cost	<i>Describe aspects project cost that were handled well.</i>
Other	<i>Describe any other aspects of the procurement that were handled well.</i>
What Can Be Improved:	
Scope	<i>Describe aspects of product scope that could be improved.</i>
Quality	<i>Describe aspects of product quality that could be improved.</i>
Schedule	<i>Describe aspects of project schedule that could be improved.</i>
Cost	<i>Describe aspects of project cost that could be improved.</i>
Other	<i>Describe any other aspects of the procurement that could be improved.</i>

Procurement Management Process Audit

Process	Followed	Tools and Techniques Used
Plan Procurements	yes or no	Describe any tools or techniques that were effective for the process.
Conduct Procurements	yes or no	Describe any tools or techniques that were effective for the process.
Administer Procurements	yes or no	Describe any tools or techniques that were effective for the process.
Close Procurements	yes or no	Describe any tools or techniques that were effective for the process.

Description of Good Practices to Share:

Describe any good practices that can be shared with other projects or that should be incorporated into organization policies, procedures or processes. Include information on lessons learned.

Description of Areas for Improvement:

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.

CONTRACT CLOSE-OUT

Project Title: _____

Date Prepared: _____

Project Manager: _____

Contract Representative: _____

Vendor Performance Analysis

What Worked Well:	
Scope	
Quality	
Schedule	
Cost	
Other	
What Can Be Improved:	
Scope	
Quality	
Schedule	
Cost	
Other	

Record of Contract Changes

Change ID	Change Description	Date Approved

Record of Contract Disputes

Description	Resolution	Date Resolved

Date of Contract Completion _____

Signed Off by _____

Date of Final Payment _____

CONTRACT CLOSE-OUT

Project Title: _____

Date Prepared: _____

Project Manager: _____

Contract Representative: _____

Vendor Performance Analysis

What Worked Well:	
Scope	<i>Describe aspects of product scope that were handled well.</i>
Quality	<i>Describe aspects of product quality that were handled well.</i>
Schedule	<i>Describe aspects of project schedule that were handled well.</i>
Cost	<i>Describe aspects of project cost that were handled well.</i>
Other	<i>Describe any other aspects of procurement that were handled well.</i>
What Can Be Improved:	
Scope	<i>Describe aspects of the product scope that could be improved.</i>
Quality	<i>Describe aspects of the product quality that could be improved.</i>
Schedule	<i>Describe aspects of the project schedule that could be improved.</i>
Cost	<i>Describe aspects of the project cost that could be improved.</i>
Other	<i>Describe any other aspects of the procurement that could be improved.</i>

Record of Contract Changes

Change ID	Change Description	Date Approved
<i>ID</i>	<i>Briefly describe the change. Refer to the change log if necessary.</i>	<i>Date signed off</i>

Record of Contract Disputes

Description	Resolution	Date Resolved
<i>Describe any claims or disputes</i>	<i>Describe the resolution including any arbitration or dispute resolution.</i>	<i>Date signed off</i>

Date of Contract Completion _____

Signed Off by _____

Date of Final Payment _____

PROJECT CLOSE-OUT

Project Title: _____ Date Prepared: _____ Project Manager: _____

Project Description:

Project Objectives	Success Criteria	How Met	Variance
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Scope:

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Time:

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Cost:

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Quality:

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Other:

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PROJECT CLOSE-OUT

Contract Information:

Approvals:

Project Manager Signature

Sponsor or Originator Signature

Project Manager Name

Sponsor or Originator Name

Date

Date

PROJECT CLOSE-OUT

Project Title: _____ Date Prepared: _____ Project Manager: _____

Project Description:

Provide a summary-level description of the project. This information can be copied from the Project Charter.

Project Objectives	Success Criteria	How Met	Variance
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Scope:

<i>A statement that describes the scope needed to achieve the planned benefits of the project</i>	<i>The specific and measurable criteria that will determine project success</i>	<i>Provide evidence that the success criteria were met.</i>	<i>Explain any scope variances.</i>
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Time:

<i>A statement that describes the goals for the timely completion of the project.</i>	<i>The specific dates that must be met to determine schedule success.</i>	<i>Identify the date of final delivery. Use the information from the Product Acceptance form.</i>	<i>Explain any schedule or duration variances.</i>
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Cost:

<i>A statement that describes the goals for the project expenditures.</i>	<i>The specific currency or range of currency that defines budgetary success.</i>	<i>Enter final project costs.</i>	<i>Explain any cost variances.</i>
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Quality:

<i>A statement that describes the quality criteria for the project.</i>	<i>The specific measurements that must be met for the project and product to be considered a success.</i>	<i>Enter the verification and validation information from the Product Acceptance form.</i>	<i>Explain any quality variances.</i>
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Other:

<i>Any other types of objectives appropriate to the projects.</i>	<i>Relevant specific measurable results that define success.</i>	<i>Enter the evidence that other objectives have been met.</i>	<i>Explain any other variances.</i>
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PROJECT CLOSE-OUT

Contract Information:

Provide information on contracts. Enter information from the Contract Close-out report.

Approvals:

Project Manager Signature

Sponsor or Originator Signature

Project Manager Name

Sponsor or Originator Name

Date

Date

LESSONS LEARNED

Project Title: _____

Date Prepared: _____

Project Performance Analysis

	What Worked Well	What Can Be Improved
Requirements definition and management		
Scope definition and management		
Schedule development and control		
Cost estimating and control		
Quality planning and control		
Human resource availability, team development, and performance		
Communication management		
Stakeholder management		
Reporting		
Risk management		
Procurement planning and management		
Process improvement information		
Product-specific information		
Other		

LESSONS LEARNED

Risks and Issues

ID	Risk or Issue Description	Response	Comments

Quality Defects

ID	Description	Resolution	Comments

Vendor Management

Vendor	Issue	Resolution	Comments

Other	
Areas of Exceptional Performance	Areas for Improvement

LESSONS LEARNED

Project Title: _____

Date Prepared: _____

Project Performance Analysis

	What Worked Well	What Can Be Improved
Requirements definition and management	List any practices or incidents that were effective in defining and managing requirements.	List any practices or incidents that can be improved in defining and managing requirements.
Scope definition and management	List any practices or incidents that were effective in defining and managing scope.	List any practices or incidents that can be improved in defining and managing scope.
Schedule development and control	List any practices or incidents that were effective in developing and controlling scope.	List any practices or incidents that can be improved in developing and controlling scope.
Cost estimating and control	List any practices or incidents that were effective in developing estimates and controlling costs.	List any practices or incidents that can be improved in developing estimates and controlling costs.
Quality planning and control	List any practices or incidents that were effective in planning, assuring, and controlling quality. Specific defects are addressed elsewhere.	List any practices or incidents that can be improved in planning, assuring, and controlling quality. Specific defects are addressed elsewhere.
Human resource availability, team development, and performance	List any practices or incidents that were effective in working with team members and developing and managing the team.	List any practices or incidents that can be improved in working with team members and developing and managing the team.
Communication management	List any practices or incidents that were effective in planning and distributing information.	List any practices or incidents that can be improved in planning and distributing information.
Stakeholder management	List any practices or incidents that were effective in managing stakeholder expectations.	List any practices or incidents that can be improved in managing stakeholder expectations.
Reporting	List any practices or incidents that were effective in reporting project performance.	List any practices or incidents that can be improved in reporting project performance.
Risk management	List any practices or incidents that were effective in the risk management process. Specific risks are addressed elsewhere.	List any practices or incidents that can be improved in the risk management process. Specific risks are addressed elsewhere.
Procurement planning and management	List any practices or incidents that were effective in planning, conducting, and administering contracts.	List any practices or incidents that can be improved in planning, conducting, and administering contracts.
Process improvement information	List any processes that were developed that should be continued.	List any processes that should be changed or discontinued.

LESSONS LEARNED

Product-specific information	List any practices or incidents that were effective in delivering the specific product, service, or result.	List any practices or incidents that can be improved in delivering the specific product, service, or result.
Other	List any practices or incidents that were effective, such as change control, configuration management, etc.	List any practices or incidents that can be improved, such as change control, configuration management, etc

Risks and Issues

ID	Risk or Issue Description	Response	Comments
	<i>Identify specific risks that occurred that should be considered to improve organizational learning.</i>	<i>Describe the response and its effectiveness.</i>	<i>Indicate what should be done to improve future project performance.</i>

Quality Defects

ID	Description	Resolution	Comments
	<i>Identify quality defects that should be considered to improve organizational effectiveness</i>	<i>Describe how the defects were resolved.</i>	<i>Indicate what should be done to improve future project performance.</i>

Vendor Management

Vendor	Issue	Resolution	Comments
<i>List the vendor</i>	<i>Describe any issues, claims, or disputes that occurred.</i>	<i>Describe the resolution.</i>	

Other

Areas of Exceptional Performance	Areas for Improvement
Identify areas of exceptional performance that can be passed on to other teams.	Identify areas that can be improved on for future projects.