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May 16, 2015 [Ref. number]

Marc Arnecke, PMP

[Project Name]

[Sub-Project, phase, etc.]

Project Procurement Management Plan

The project procurement management plan is a component of the project management plan that describes how the project team will acquire goods and services from outside the organization. It describes how the procurement processes will be managed from developing procurement documents through contract closure.



Project Procurement Management Plan

REVISIONS AND DISTRIBUTION

			Distributed to*									
Revision Release date	Client	Consultant	JV Main office(s)	All project mgmt. dept.	Sub-contractors	Suppliers						
Rev. 0 (draft)	29/10/2013											

^{*)} Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

Amendments

The Project Procurement Management Plan from time to time may require updates. Any amendment to this plan shall be informed to the change control board by use of the change request form and approved by the project change control board prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system (to be added upon initial approval) will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating "page removed".

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.



Project Procurement Management Plan

PROJECT SPONSOR APPROVAL

Prepared by:	Reviewed by:	Approved by Proj. Sponsor:
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP	Name	Name
Designation	Designation	Designation



Project Procurement Management Plan

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Project Procurement Management Plan

PROCUREMENT MANAGEMENT APPROACH

Explain the processes how project procurement decision will be documented, how potential sellers will be identified, and how procurement will be conducted.



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CONTRACT TYPES

Define the types of contracts and the terms and conditions to be used for the project.

- 1) Fixed price contracts
 - a. ...
 - b. ...
- 2) Cost-reimbursable contracts
 - a. ...
 - b. ...
- 3) T&M





Project Procurement Management Plan

PROCUREMENT CONSTRAINTS

Describe constraints to	he considered as	nart of the	nrocurement n	rocess (time	cost scor	ne etc '
Describe constraints to	be considered as	part or the	procurentent p		, 6031, 300	DC CLC.



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SCOPE

Define what goods and/or services will be procured and under what conditions.

SN	Name	Description	Constraints	Constraints	Contract type
	(item or service)	(short description and justification)	(time)	(requirements)	
01					

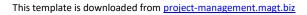
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RESPONSIBILITIES AND AUTHORITIES

SN	Name & role	Responsibilities	Limitation
01	Mustermann, Max (Proj. Mngr.)	- Request goods or service through standardized documentation, allowing sufficient time	
		- Sign purchase orders up to limit	50,000 EUR
		- Co-sign purchase orders	above 50,000 EUR





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DECISION CRITERIA

Explain the criteria according to which suppliers will be selected and contracts awarded.



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PROCUREMENT DOCUMENTATION

Describe the documents and forms with their contents to be used for material and/or service procurement.

E.g.:

- 1) Site requisition order form with
 - a. Full material specification and requirements.
 - b. Expectations (delivery time, place of delivery etc.).
 - c. Control account.
 - d. ...
- 2) Request for quotation
 - a. ..
- 3) Purchase order/contract (see above)
- 4) Procurement evaluation form



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PROCUREMENT RISK

Each project has (should have) an overall risk management plan. However since there might be risks specifically associated with procurement, those risks should be identified and planned here.





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REPORTING FORMATS

Reporting formats define how the outcomes of the risk management process will be documented, analysed, and communicated.

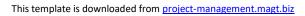


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SUPPLIER PERFORMANCE MEASUREMENT

All suppliers should be evaluated during and after delivery. Explain how (e.g. by using supplier evaluation forms ...).

Describe the measures to be taken in case a supplier fails to fulfil his contractual obligations.





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ATTACHMENTS:

Attachment 1	
Attachment 2	