



**[Company]**

[Company Address]

Tel: [Company Phone]

Fax: [Company Fax]

[Company E-mail]

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.



## REVISIONS AND DISTRIBUTION

Revision	Release date	Distributed to*											
		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 Name]*

*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 Designation	Name Designation	Name Designation



## TABLE OF CONTENTS

Revisions and Distribution.....	2
Amendments .....	2
Project Sponsor Approval.....	3
Procurement Management Approach .....	1
Contract Types.....	2
Procurement Constraints .....	3
Scope .....	4
Responsibilities and Authorities.....	5
Decision Criteria .....	6
Procurement Documentation .....	7
Procurement Risk .....	8
Reporting Formats.....	9
Supplier Performance Measurement.....	10
Attachments: .....	11



*[Project Name]*

## *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.



## **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 Name]*

## *Project Procurement Management Plan*

---

### **PROCUREMENT CONSTRAINTS**

Describe constraints to be considered as part of the procurement process (time, cost, scope etc.)



[Project Name]

## Project Procurement Management Plan

### SCOPE

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

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





[Project Name]

## Project Procurement Management Plan

### RESPONSIBILITIES AND AUTHORITIES

SN	Name & role	Responsibilities	Limitation
01	Mustermann, Max (Proj. Mngr.)	<ul style="list-style-type: none"><li>- Request goods or service through standardized documentation, allowing sufficient time</li><li>- Sign purchase orders up to limit</li><li>- Co-sign purchase orders</li></ul>	50,000 EUR above 50,000 EUR



*[Project Name]*

## *Project Procurement Management Plan*

---

### **DECISION CRITERIA**

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



## **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



## **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.



## **REPORTING FORMATS**

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



## **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.



*[Project Name]*

## *Project Procurement Management Plan*

---

### **ATTACHMENTS:**

Attachment 1	
Attachment 2	