
Procurement Plan

Procurement Plan is one of the project management deliverable you can create with our [project management lifecycle tool](#).

Procurement planning involves identifying how project needs can best be fulfilled by procuring products and services outside. It involves describing how the various aspects of procurement will be managed from the beginning to the end of the project.

This article shows you how to develop a Procurement Plan.

Activity 1: Perform Procurement Planning

Describe the procurement management approach

Describe how the various aspects of procurement will be managed from the beginning to the end of the project. In this step you are required to describe the followings:

- **Documentation Procedure:** How project procurement decision will be documented.
- **Conduction of Procurement:** The necessary steps and responsibilities for procurement during the course of the project.
- **Vendor Management:** The roles and actions the project team and purchasing and contracts department will take to ensure that the selected vendors provide all of the products/services agreed upon and that the appropriate levels of quality are maintained.

E-Octopus * - Visual Paradigm Enterprise

Dash Project ITSM UeXceler Diagram View Team Tools Modeling Window Help

... > Perform Procurement Planning > Procurement Management Approach

Open Reference

Procurement Management Approach

Documentation Procedure

Procurement activities are logged in the Procurement Log. Each logged item captures the basic information from the requisition or purchase order. The related documents (e.g. signed contracts, purchase orders, statements of work) are archived in Project Management Repository.

Conduction of Procurement

Enter input here.

Vendor Management

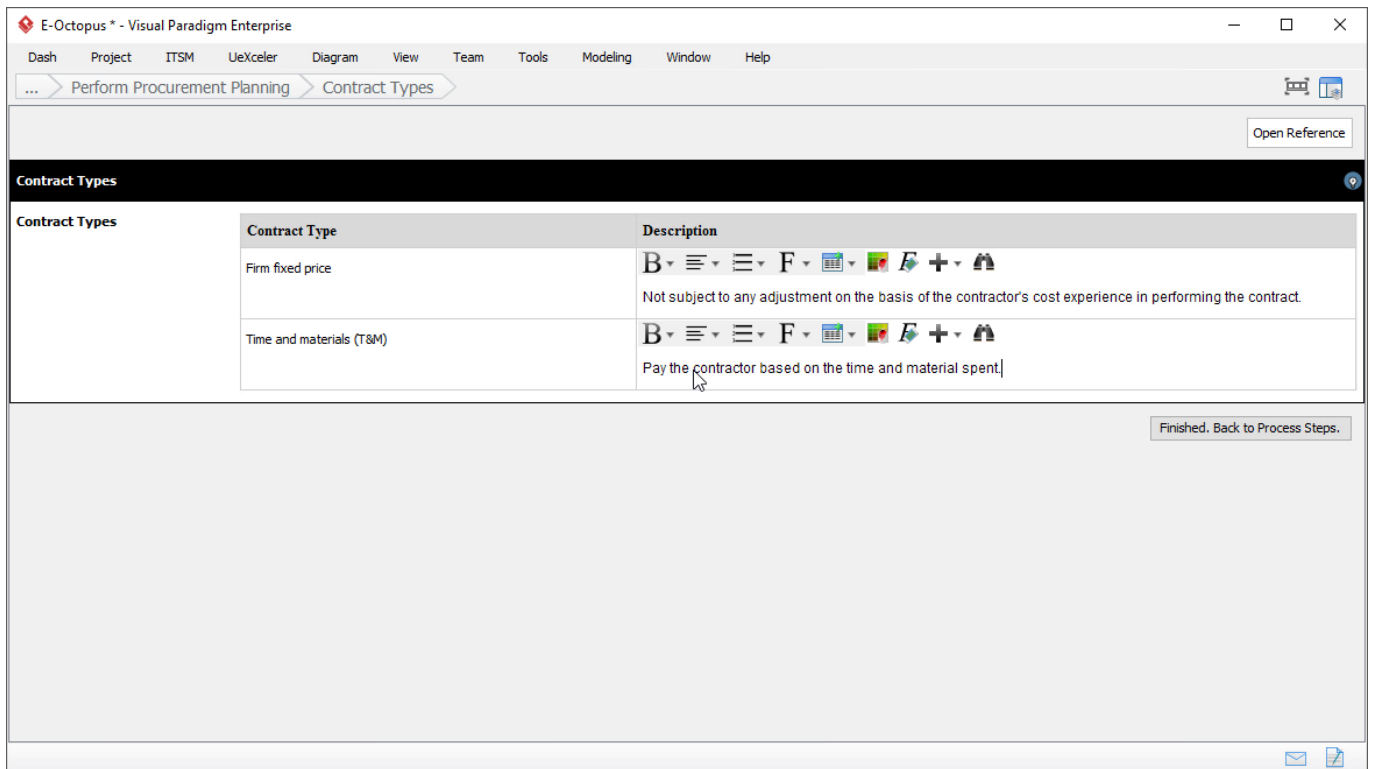
Enter input here.

Finished. Back to Process Steps.

List the contract types

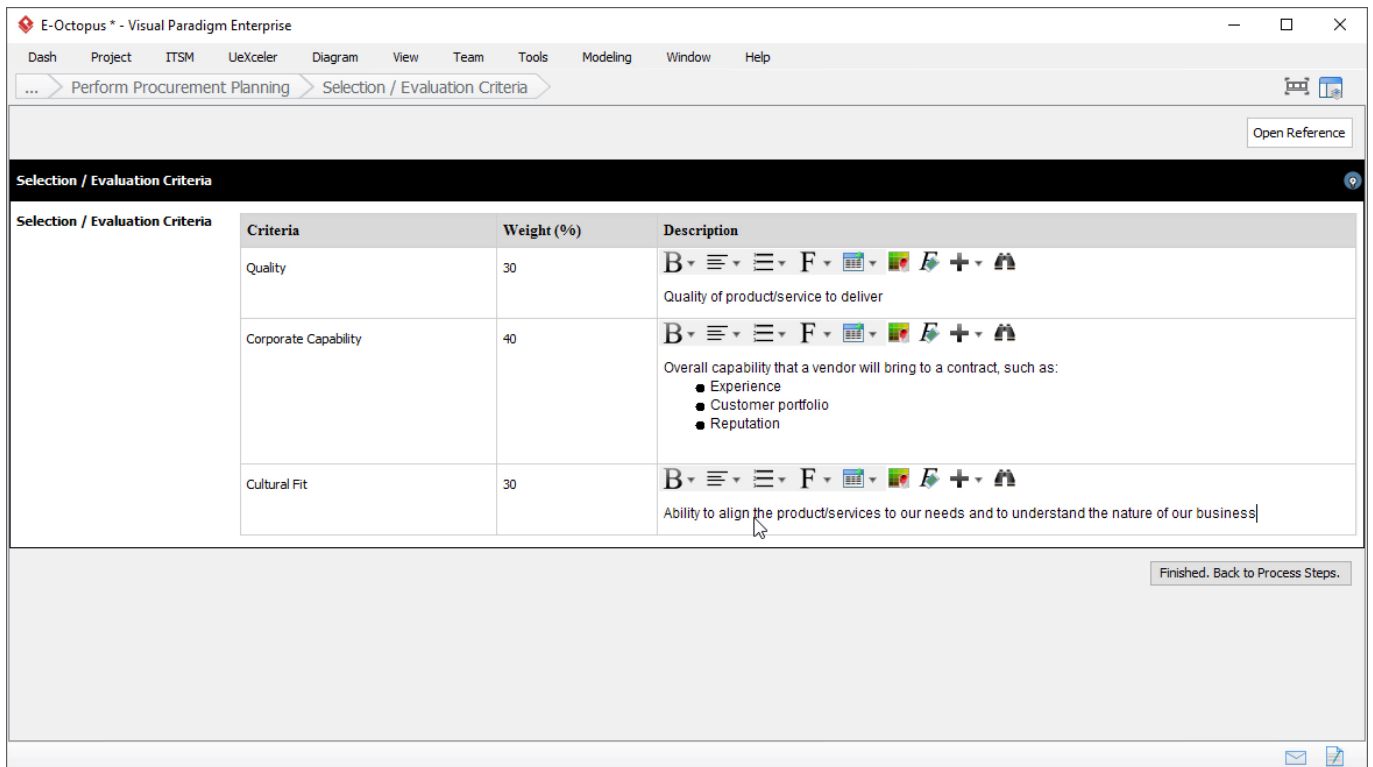
Describe the types of contract and the terms and conditions to be used for the project. This

enables the project team to choose the one that creates the most fair and workable deal for the team and the contractor.



Describe the vendor selection and evaluation criteria

List the evaluation criteria of vendors to ensure that the vendors are chosen based on pre-set criteria and that a single person or group does not influence the decision.

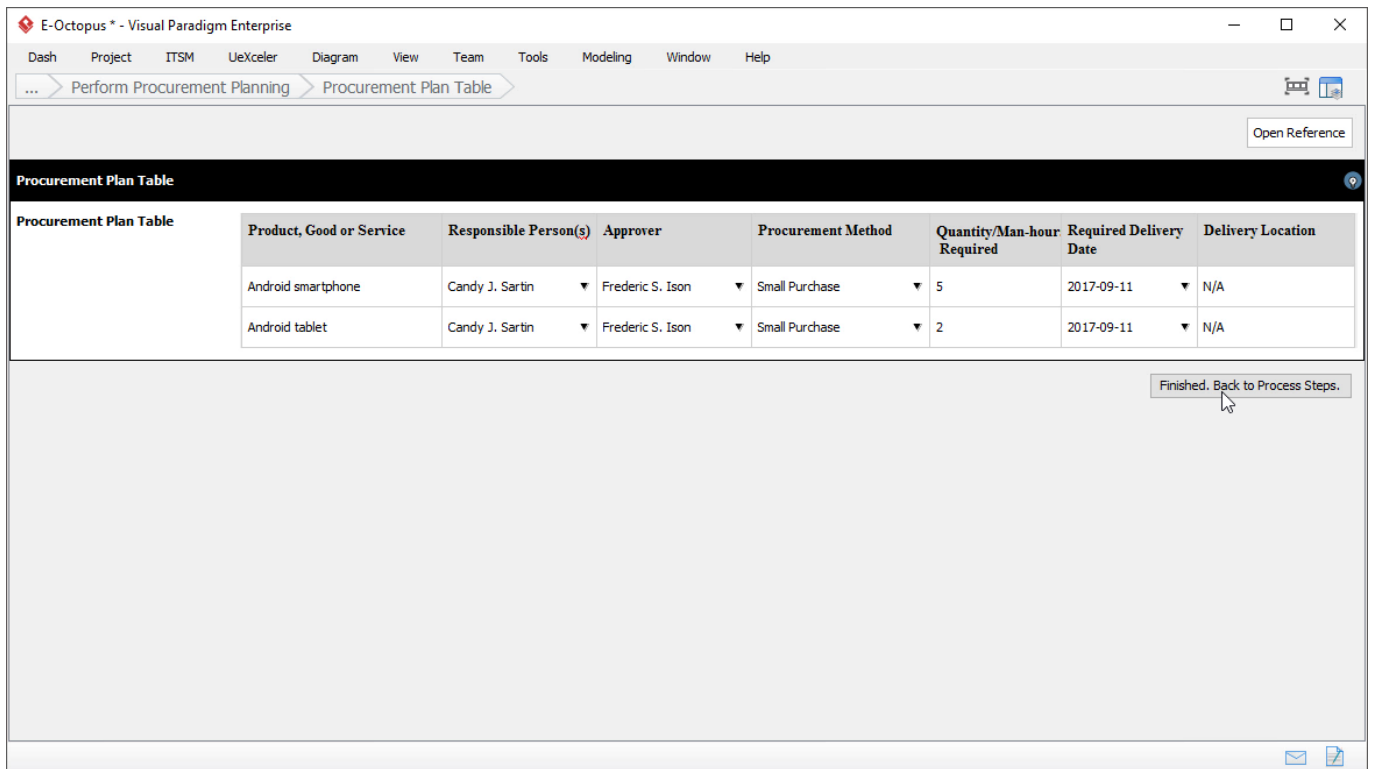


List the procurement constraints

Describe the constraints to be considered as part of the procurement process (e.g., the decision maker will go on retreat the week that you need a contract signed).

Fill-in the procurement plan table

Document all products, goods, or services that must be procured during the course of the project. State the responsible person for the procurement and indicate the procurement method selected for each item.



The screenshot shows the E-Octopus software interface. The title bar reads "E-Octopus * - Visual Paradigm Enterprise". The menu bar includes "Dash", "Project", "ITSM", "UeXceler", "Diagram", "View", "Team", "Tools", "Modeling", "Window", and "Help". The breadcrumb navigation shows "Perform Procurement Planning" > "Procurement Plan Table". There is an "Open Reference" button in the top right. The main content area is titled "Procurement Plan Table" and contains a table with the following data:

Product, Good or Service	Responsible Person(s)	Approver	Procurement Method	Quantity/Man-hour Required	Required Delivery Date	Delivery Location
Android smartphone	Candy J. Sartin	Frederic S. Ison	Small Purchase	5	2017-09-11	N/A
Android tablet	Candy J. Sartin	Frederic S. Ison	Small Purchase	2	2017-09-11	N/A

At the bottom right of the table area, there is a button that says "Finished. Back to Process Steps." with a mouse cursor hovering over it. The bottom right corner of the window has standard OS icons for email and printing.