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PROJECT PROCUREMENT PLAN

Project Name:	
Prepared by:	
Date (MM/DD/YYYY):	

Project Initiation Phase – This portion of the Procurement Plan document is used to provide the project selection team with general information about the possible purchase of goods and services. No approval signatures are required.

1. Procurement Statement

Describe, in general terms, what products or services are being considered for procurement:

2. Estimated Cost

Provide an estimated total cost of all procurements in this project. Include confidence limits for your estimate (e.g. plus/minus dollars or percent of estimate). Example: \$1,567,000 +/- 20%

3. Vendor Selection

Describe what approach the project team will take to select a product or vendor (e.g. RFI, RFP, IFB).

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Project Planning Phase – This portion of the Procurement Plan document provides detailed information about how vendors, products and services will be chosen, what kind(s) of contract(s) will be used, how vendors will be managed and who will be involved at each stage of the process. This document should be approved by appropriate individuals before the actual procurement process begins.

1. Procurement Definition


Describe, in specific terms, what items will be procured and under what conditions:

2. Selection Process & Criteria


Describe the selection process. List selection criteria. Describe any analytical selection tool that you will use. 

3. Project Procurement Team

List all stakeholders who are involved in the Procurement Process, along with contact information and a description of their Procurement Role. Enter an [X] next to each project team member who is authorized to enter into contract agreements or purchase for the Team (insert rows as needed):

X here	Name:	Phone / email:	Procurement Role: 
[]			
[]			
[]			
[]			

4. Contract Type

Document which types of contract(s) will be used and the actions required to initiate the contract. 

5. Contract Standards

Provide the standards for documentation that will be used for each contract. 

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6. Vendor Management

Describe what steps the project team will take to ensure that the vendor provides all of the products and/or services (and only the products and/or services) that were agreed upon, and that appropriate levels of quality are maintained.

7. Links to related planning documents

Provide hyperlinks to related documents, such as the Change Request Management Plan, Vendor Payment Plan, etc., or attach as addenda.

8. Project Procurement Plan / Signatures

Project Name:

Project Manager:

I have reviewed the information contained in this Project Procurement Plan and agree:

Name	Role	Signature	Date (MM/DD/YYYY)

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Procurement Plan.