

PROCUREMENT MANAGEMENT PLAN TEMPLATE

This template enables you to define your project's procurement framework and create this knowledge areas management plan. This plan describes which of the project items will be procured including the time frames they must be supplied in along with justification statements for each item. It defines the contract type and the performance measures that will be used throughout the project.

It also identifies the decision criteria and approval process to be adopted during the project, including any templates or proformas all procurements must conform to. An essential part of this plan is coordinating the contractual arrangements with the project schedule, scope and budget.

FRONT COVER	DESCRIPTION: this page details the typical items found on the cover of procurement management plan. Amend its contents to reflect the needs of your specific project and organization's culture.		
Displays a top-level summary of essential information relating to the Procurement Management Plan.	<ul style="list-style-type: none"> • Project Manager is listed as its author along with their contact details. • Project Name that this plan relates to. • Version of Procurement Management Plan <ul style="list-style-type: none"> - Version history will be shown in relevant appendix. • Approval: <ul style="list-style-type: none"> - Lists the names and job titles of each person who as given approval and sign-off of this plan. - The date and version they have approved accompany their signature. • Circulation List of who (name, location & organization) has received stated version. 		
Project Working Title:	Project Description:		Version: Date:
Project Sponsor:	Contact tel: email:	Plan Author:	Contact tel: email: Organization:
CIRCULATED TO:			
<ul style="list-style-type: none"> - - - - 	<ul style="list-style-type: none"> - - - - 		