

Procurement Management Plan

Purpose

Use this template to define the procurement requirements framework for the project. This plan will serve as a guide for managing procurement throughout the life of the project and will be updated, as acquisition needs change.

How to Use this Template

Complete the following sections with your project team:

- Items to be procured
- Information Gathering
- Contracts
- Competitive Bids
- Approval Process
- Evaluation criteria
- Deliverables
- Deadlines
- Vendor Management
- Metrics
- Activities
- Sponsor Acceptance