Program Procurement Management Plan

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* Program Business Case
* Program Charter
* Program Management Plan
* Program Risk Register
* Program Benefits Register
* Benefits Management Plan
* Stakeholder Register
* Stakeholder Engagement Plan
* Program Governance Plan
* Program Change Request
* Resource Management Plan
* Risk Management Plan
* Schedule Management Plan
* Scope Management Plan
* Program Performance Report
* Change Log
* Change Management Plan
* Communications Management Plan
* Financial Management Plan
* Information Management Plan
* Lessons Learned Register
* Procurement Management Plan
* Quality Management Plan
* Final Program Report

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Utilize these structured, professional templates to ensure your program's success and to boost your readiness for PgMP certification.

Procurement Management Plan Template

**Procurement Management Plan** is a component of the project or program management plan that describes how a team will acquire goods and services from outside of the performing organization.

PROGRAM PROCUREMENT MANAGEMENT

When program procurement is applicable, program managers utilize multiple tools and techniques to conduct program procurements, but the key objective of conducting program-level procurement is to set standards for the components. These standards may come in the form of qualified seller lists, prenegotiated contracts, blanket purchase agreements, and formalized proposal evaluation criteria.

One common structure used by the program manager is to direct all procurements to be centralized and conducted by a program-level team rather than assigning that responsibility to individual components.

Once the program standards are in place and the agreements and contracts are signed, administration and closeout may be transitioned to the components. The details of contract deliverables, requirements, deadlines, cost, and quality are handled at the component level, unless the contract impacts more than one component, such as equipment that is costly and will be used by more than one component in an agreement to share resources. The individual managers at the component level report the procurement results and closeouts to the program manager. Where contracts are administered at the program level, however, component managers coordinate or report deliverable acceptance, contract changes, and other contract issues with the program staff.

The program manager maintains visibility during procurement to enable the program budget to be expended properly to obtain program benefits.

PROGRAM PROCUREMENT ASSESSMENT

An assessment of the procurement needs of a program can be a valuable input to the program charter. Although procurement policies and practices are typically part of the organizational or environmental factors that exist before the program is authorized, there are cases (e.g., programs involving public–private partnership or programs involving organizations or work in multiple countries where the program itself presents unique procurement challenges. A program procurement assessment should be prepared during program definition, when procurement presents special challenges or represents a significant level of effort during program delivery.

The output of this activity is the program procurement management assessment, which is an input to the program business case, program charter, and program procurement management planning during program planning.

PROGRAM PROCUREMENT MANAGEMENT PLANNING

Program procurement management is the application of the knowledge, skills, tools, and techniques necessary to acquire products and services to meet the needs of the overall program and the constituent projects and components. Program procurement management planning addresses the activities necessary to acquire products and services, and therefore, the specific procurement needs that are unique to managing the overall program and the needs of the constituent components. The **Program Procurement Management Plan** is a component of the program management plan that describes how the program can acquire goods and services from outside of the performing organization.

A program manager should understand the resources required for the delivery of benefits expected of the program. Techniques, such as make-or-buy decisions and program WBS charts, aid in this activity. The program manager needs to be cognizant of the available funding and needs of all components.

Early and intensive planning is critical for program procurement management. Throughout the planning activity, the program manager looks across all program components and develops a comprehensive plan that optimizes the procurements to meet program objectives and for the delivery of program benefits. To do this, program procurement management addresses commonalities and differences for the various procurements across the program scope and determines:

* Whether some of the common needs of several individual components could best be met with one overall procurement rather than several separate procurement actions;
* The best mix of the types of procurement contracts planned across the program (at the component level, a particular type of contract [e.g., firm fixed price] may appear to be the best procurement solution, but a different contract type [e.g., incentive fee] may be optimal for that same procurement when viewed at the program level);
* The best program-wide approach to competition (e.g., the risks of sole source contracts in one area of the program can be balanced with the different risks associated with full and open competition in other areas of the program); and
* The best program-wide approach to balancing specific external regulatory mandates. For example, rather than setting aside a certain percentage of each contract in the program to meet a small business mandate, it may be optimal to award one complete contract to achieve the same mandate.

This analysis may include requests for information (RFIs), feasibility studies, trade studies, and market analyses to determine the best fit of solutions and services to meet the specific needs of the program.

Due to the inherent need to optimize program procurement management and the requirements to adhere to all legal and financial obligations, it is essential that all personnel responsible for procurement at the component level work closely together, especially during the planning phase.

The outcomes of this activity include program procurement standards, the **Program Procurement Management Plan**, and program budget and financial plan updates.

# Procurement Management Objectives

This section defines the goals of procurement management activities, ensuring the efficient acquisition of goods and services:

* What are the key goals for managing program procurement?
* How will these objectives support the overall program strategy?

**Objectives:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Procurement Needs Assessment

This section assesses the procurement needs of the program:

* What are the procurement requirements for the program?
* Are there any unique procurement challenges or significant efforts during program delivery?

**Procurement Needs Assessment:**

- Procurement Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Unique Procurement Challenges: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Significant Efforts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Procurement Management Activities

## Procurement Planning

Outline the planning activities necessary for procurement management:

* How will the procurement needs be identified and prioritized?
* What standards and criteria will be used for procurement planning?

**Procurement Planning:**

- Identification and Prioritization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Standards and Criteria: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Procurement Strategy

Define the procurement strategy for the program:

* What procurement strategies will be used to meet program objectives?
* How will common procurement needs be optimized across components?

**Procurement Strategy:**

- Procurement Strategies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Optimization Across Components: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Procurement Methods

Describe the methods and techniques for procuring goods and services:

* What procurement methods will be used (e.g., RFIs, market analysis)?
* How will the procurement contracts be managed and administered?

**Procurement Methods:**

- Methods and Techniques: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Contract Management and Administration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Roles and Responsibilities

Identify the roles and responsibilities related to procurement management:

* Who will oversee procurement management activities?
* What are the specific responsibilities of each role?

**Roles and Responsibilities:**

- Program Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Procurement Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Component Managers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Stakeholders: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Procurement Standards

Establish the standards for program procurement:

* What procurement standards will be implemented?
* How will these standards be communicated to component managers?

**Procurement Standards:**

- Standards: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Communication Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Procurement Risk Management

Identify and manage risks associated with procurement:

* What are the potential risks in the procurement process?
* How will these risks be mitigated and managed?

**Procurement Risk Management:**

- Potential Risks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Mitigation Strategies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Monitoring and Reporting

Ensure continuous monitoring and reporting of procurement activities:

* How will procurement activities be monitored?
* What reporting mechanisms will be used?

**Monitoring and Reporting:**

- Monitoring Procedures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Reporting Mechanisms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Procurement Closeout

Define the closeout procedures for procurement activities:

* What are the procedures for closing out procurement contracts?
* How will procurement closeout be documented and reported?

**Procurement Closeout:**

- Closeout Procedures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Documentation and Reporting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_