
PROJECT PROCUREMENT PLAN

Project Name:

Prepared by:

Date (MM/DD/YYYY):

1. Procurement Definition

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

2. Contract Responsibility

Project Team members who are authorized to enter into contract agreements or purchase for the Team (insert rows as needed):

Name:

Phone:

Responsibility:

3. Vendor Selection

Describe what steps the project team will take to select a vendor (e.g. RFI, RFP)

4. Decision Criteria

Define the circumstances under which a contract may be initiated:

5. Contract Type

Document which types of contracts will be used and what actions need to be taken to initiate procurement.

6. Contract Standards

Provide the standards for documentation that will need to be initiated and maintained for each contract.

7. 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..

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)
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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.