**COMMONWEALTH OF VIRGINIA**



**<Name> Program  
Program Procurement  
Management (PRO) Plan**

**<Date>**

**Virginia Information Technologies Agency (VITA)**

**Program Procurement Management Plan Template v1**

**Publication Version Control**

| **Version** | **Control No.** | **Date** | **Revision Description** | **Prepared By:** |
| --- | --- | --- | --- | --- |
| Program Procurement Management (PRO) Plan\_v1 |  |  | First draft |  |
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*General Explanation: This template has been designed to include ‘explanation blocks,’ represented in italics, throughout the document. The explanation blocks provide guidance on completing each section of the Program Procurement Management Plan more effectively and efficiently. Once understood and utilized, each of the explanation blocks should be deleted for the final version of the Program Procurement Management Plan.*

# Document Change Control

After this document is accepted by the Program Management Office (PMO), the approved version is the baseline. All baseline version document changes will be based on an approved change control procedure, as outlined in the Program Change and Configuration Management Plan.

A Change Control Process will be implemented to record significant changes within this document. Significant changes are those that will change the course of the Program and have an impact on the Program’s documented plans and approach.

The updated Change Control Log will be routed to the signatories for acknowledgement and approval. If all signatories attend an oversight committee forum, Program Procurement Management Plan Change Log approvals can occur there, and recorded in the minutes.

Once approved, the changes will be recorded in the Program Procurement Management Plan Change Control Log in the Appendix and a summary line will be added to the Publication Version Control table in the front of this plan.

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| **C:\Documents and Settings\jsj15756\Local Settings\Temporary Internet Files\Content.IE5\UCJ72LZ8\MP900398863[1].jpgLesson Learned/Best Practice**  It is a best practice to begin change control after the drafted plan is finalized. |

# Related Documentation

Related documents include Program-specific documentation, Commonwealth of Virginia standards, policies, guidelines, strategic plans, and industry best practices.

## Applicable Program-Related Documents

Applicable documents are those documents related to the Program. The specified parts of the applicable documents carry the same weight as if they were stated within the body of this document. The following documents are applicable to the Program.

* Program Governance and Quality Management Plan
* Program Communications Management Plan
* Program Post Implementation Review Plan
* Program Risks and Issues Management Plan
* Program Resource Management Plan
* Program Financial Management Plan
* Program Procurement Management Plan
* Program Change and Configuration Management Plan
* Program Architecture Plan
* Program Organizational Change Management Plan
* Program Implementation and Transition to Operations Management Plan

## Applicable Standards, Policies, Guidelines, and Strategic Plans

* Information Technology Resources Management (ITRM) Information Technology Investment Management (ITIM) Standard CPM 516-01
* Glossary of Terms and Acronyms
* ITRM Project Management Standard
* ITRM Program Management Standard
* ITRM Project Manager Selection Criteria
* Chief Information Officer (CIO) and Agency Strategic Plans

## Applicable Industry Sources

* Gartner, Inc.
* Project Management Institute

# Introduction

*Explanation: Provide a brief overview of the purpose and content of the Program Procurement Management (PRO) Plan and an outline of what can be expected from the document. It should also identify the plan’s intended audience.*

## Assumptions

*Explanation: Include a short statement about any procurement assumptions acknowledged going forward into the Program.*

## Scope

*Explanation: Include a description of the Program Procurement Plan.*

## References

*Explanation: List other Program documents created to date for use as references.*

# Procurement Roles and Responsibilities

*Explanation: Identify the Procurement roles and responsibilities for the Program team, including any informal hierarchical roles from the Procurement and Contracts departments.*

# Commonwealth-Level Program Services

*Explanation: Provide a brief explanation as to the Commonwealth services that will be performed for this Program.*

# Types of Services to be Outsourced

*Explanation: List the types of services that will be outsourced. Identify the type of contracts most likely to be the best choice(s) for this Program.*

# Types of Commodities to be Procured

*Explanation: List the major types of commodities, those that will be procured often and in large quantities. Identify the type of contracts most likely to be the best choice(s) for this Program.*

# Commonwealth Procurement Process

*Explanation: Briefly describe the Commonwealth Procurement process to include eVA.*

# Contract Approval Process

*Explanation: Describe who has the authority to commit the Commonwealth and indicate their warrant level (dollar value).*

# Decision Criteria

*Explanation: Describe the decision criteria for source selection. Decision criteria examples include quality, cost, completion by a stated date, past performance, etc.*

# Vendor Management

*Explanation: Describe the process(es), once vendors have been awarded a contract, for vendor management by the Program team and the Procurement and Contracts Departments.*

# Program Procurement Team Contact Table

*Explanation: Include the contact information for individuals on the Program team, including their name, Program role, phone number, and any other pertinent data. Consider displaying this information in a table.*

# Approvals

*Explanation: For those signing the document or on behalf of the signatory, double click on the signature line to add either the JPG image of the signature or type on the line.*

The undersigned acknowledge they have reviewed the Program Procurement Management Plan. Any changes to this document will be coordinated with and approved by the undersigned or their designated representatives and recorded in the Program Procurement Management Plan Change Control Log in the Appendix. All signatories are Steering Committee voting members.



# Appendices

Use the below Program Procurement Management Plan Change Control Log Template to build a separate document to maintain all Plan changes. Also include any Program-related acronyms in the acronym list.

## Program Procurement Management Plan Change Control Log

*Explanation: Record the significant changes to the Program Procurement Management Plan here cross referenced to all impacted Program-level artifacts. Document the change / version number and summary of the Program’s Procurement Management Plan changes in the Publication Version Control table in the front of this document. Use this as a template in a separate document. Typically, the Steering Committee approves the changes.*

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| --- | --- | --- | --- | --- | --- |
| **Change /  Version No.** | **Date Change Approved** | **Description** | **Impacted Supporting Document(s)** | **Supporting Document Change / Version No.** | **Approved By** |
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## Acronyms

*Explanation: Consider compiling in the appendices a table of terms used throughout this document that may require definition or clarification for individuals unfamiliar with the Program. Adapt the standard list below if these terms are not used in this document.*

|  |  |
| --- | --- |
| **Acronym** | **Description** |
| COV | Commonwealth of Virginia |
| ITRM | Information Technology Resource Management |
| PMO | Program Management Office |
| PgM | Program Management |
| PM | Project Management |
| PMI | Project Management Institute |
| CTP | Commonwealth Technology Portfolio |
| ITIM | Information Technology Investment Management |
| CBA | Cost-Benefit Analysis |
| ROI | Return on Investment |
| IT | Information Technology |
| PMD | Project Management Division |