

### **Procurement Plan Template**

Project Name:

Date:

Created By:

1. a. Items to be procured:
  - b. Under what conditions:
2. Are items currently present in the organization similar to the item being procured?  
Yes/No
  - a. If yes, please explain why they won't satisfy the project need.
3. Responsibility for interfacing with vendors:
4. Responsibility for signing the contract:
5. Evaluation criteria:
6. Constraints:
7. Procurement Method:
8. Responsibility to approve purchase:
9. Schedule/Date of delivery for the vendor:
10. Hardware/software compatibility issues:
11. Required capabilities of the software:
12. Capability required after \_\_ years:
13. Manuals required to be supplied:
14. Method to handle errors:
15. Are updates to the software required? If so, please provide details:
16. Is access to backup copies required?
17. Who will have ownership rights of the source code?
18. Who will have ownership rights of the product?