



Procurement Management Plan PPM Version 2.0

<Project or Solution Name>

U.S. Department of Housing and Urban Development

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Solution Information

	Information
Solution Name	<Solution Name>
Solution Acronym	<Solution Acronym>
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Document History

<Provide information on how the development and distribution of the Procurement Management Plan is controlled and tracked. Use the table below to provide the release number, date, author, and a brief description of the reason for creating the revised version.>

Release No.	Date	Author	Revision Description



Contents

Solution Information.....	ii
Document History.....	ii
Contents.....	iii
1. Procurement Approach.....	4
1.1 Procurement Design and Processes.....	4
1.2 Types of Contracts.....	4
1.3 Procurement and Contract Risks.....	4
1.4 Project Deliverable and Milestone Dates.....	4
1.5 Integration/ Coordination Requirements.....	4
2. Procurement Metrics.....	6
3. Assumptions and Constraints.....	7
Appendix A: References.....	8
Appendix B: Key Terms.....	9

NOTE: *If the solution is a large program/ system with component parts that are set up as independent projects, the Procurement Management Plan can be constructed at the higher level as long as the information is organized to the project level within it. If the program or project will consist of one contract, the detail can be provided as a subsidiary component of the Project Management Plan and information can be provided when completing the specific Acquisition Plan. The larger and more complex the solution, the more detailed this document should be. The work involved in developing a procurement management approach should take place prior to any project procurement.>*



1. Procurement Approach

1.1 Procurement Design and Processes

<Effective IT project management involves creating plans or strategies for managing acquisitions. These plans or strategies are based on the needs of each individual project and can be informal or formal based on project characteristics. The Procurement Management Plan describes how a project team will acquire goods and services from outside of HUD. Information within this document can be used as an input when completing the specific Acquisition Plan for each contract. Describe the overall design of the procurements that will be conducted throughout the project. Be specific and depict where contracts will be put in place as it pertains to the project scope and high-level requirements at this point. Describe how procurement processes will be managed from developing procurement documents through contract closure.>

1.2 Types of Contracts

<Describe the types of contracts that will be used over the course of the project. Examples include firm fixed price, indefinite-delivery indefinite-quantity, blanket purchase agreement, and time and materials contracts.>

1.3 Procurement and Contract Risks

<Identify the risks associated with the planned procurement approach. Include a work around or mitigation plan for each of the identified risks and document the risks within the Risk Management Log. Risks should include, when using multiple contracts within a project, any interdependencies among contract deliverables where one output may be an input for another contractor’s scope of responsibility.>

1.4 Project Deliverable and Milestone Dates

<To the extent possible, detail the project deliverables and key milestones for each contract the project will be putting in place. Since high-level deliverable and milestone reporting data has most likely been provided to OMB at this point, make sure the dates provided here match and correlate with the submitted information. Also, refer to any other project management or HUD-specific dates (e.g. dates determined for the completion of PPM V2.0 life cycle phases) and check that milestone dates correlate.>

1.5 Integration/ Coordination Requirements

<Procurement planning activities should be coordinated with other project aspects such as scheduling and performance reporting. This is especially significant when long procurement lead times are needed due to the preferred acquisition process and contract type. Use the table below to document any integration requirements with the following project processes and functions:>

Project Process/ Function	Requirements
WBS/Schedule	<i><List any coordination requirements or activities that need to take place in regards to the WBS and project schedule.></i>
Documentation	<i><List any coordination requirements or activities that need to take place in regards to project documentation.></i>



Procurement Management Plan

<i>Risk</i>	<i><List any coordination requirements or activities that need to take place in regards to risk management processes and internal and external risk reporting.></i>
<i>Performance Reporting</i>	<i><List any coordination requirements or activities that need to take place in regards to HUD, Program Area, and OCIO internal and external performance reporting.></i>



2. Procurement Metrics

<Early identification of metrics to be used in managing and evaluating contracts/ contractors helps to ensure that business needs are addressed through contracted support. Weaknesses in acquisition management metric development contribute to solutions having fewer capabilities than originally expected, experiencing persistent performance problems, and not fully meeting the needs of users. Use the following table to list metrics identified-to-date for assessing contractors' performance. This list of metrics should include service level agreement (SLA) thresholds that have been agreed upon from a contractor performance perspective, which is especially important for Software-as-a-Service projects.>

Domain	Metric Measurement	Target (if applicable)
<i><Enter the domain area to which the metric measurement is mapped (e.g. quality, cost, timeliness)></i>	<i><Describe the actual metric description and include unit of measure, reporting frequency if known. Consider designing metrics, to the extent possible, that can be re-used during the annual OMB 300 reporting at the project-level.></i>	<i><If contract will utilize SLAs, enter the targeted value that the contractor needs to achieve.></i>



3. Assumptions and Constraints

<Document and describe any assumptions and constraints that could affect planned procurements.>



Appendix A: References

<Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.>

Table 1 below summarizes the documents referenced in this document.

Document Name	Description	Location
<i><Document name and version number></i>	<i><Document description></i>	<i><URL to where document is located></i>

Table 1 - Appendix A: References



Appendix B: Key Terms

Table 2 below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
<i>[Insert Term]</i>	<i><Provide definition of term and acronyms used in this document></i>

Table 2 - Appendix B: Key Terms