

Area	All Tasks	Description	Take into Account	Prioritization	Responsible	Due Date	Status	Notes
I. Strategic Planning	Define Procurement Objectives	Align procurement objectives with overall business goals (e.g., revenue growth, cost reduction, innovation, sustainability, customer satisfaction, market share).	Cost Reduction Goals, Revenue Growth, Innovation, Sustainability, Customer Satisfaction, Market Share	High	Procurement Manager	Q1 2025	Completed	Objectives documented in Project Charter
	Establish Clear, Measurable, Achievable, Relevant, and Time-bound (SMART) Procurement Objectives	Establish clear, measurable, achievable, relevant, and time-bound (SMART) procurement objectives (e.g., "Reduce total cost of ownership by 10% within one year," "Improve supplier on-time delivery rates by 5%").	SMART Goals, KPI Development, Goal Setting	High	Procurement Manager	Q1 2025	In Progress	Draft objectives presented to stakeholders
	Develop a Procurement Vision and Mission Statement	Create a concise and inspiring statement that outlines the procurement department's purpose and aspirations. Example: "To be a strategic partner in driving business success through efficient, ethical, and sustainable procurement practices."	Strategic Direction, Long-Term Goals, Organizational Values	High	Procurement Manager	Q1 2025	Completed	Vision and Mission Statement approved
	Conduct a SWOT Analysis	Identify internal strengths (e.g., skilled team, strong supplier relationships, efficient processes), weaknesses (e.g., outdated technology, lack of data analysis, limited supplier diversity), opportunities (e.g., emerging technologies, new markets, sustainability initiatives), and threats (e.g., supply chain disruptions, economic uncertainty, competition) facing the procurement function.	Internal & External Analysis, Competitive Advantage, SWOT Analysis Framework	High	Procurement Manager, Procurement Team	Q1 2025	Completed	SWOT Analysis report submitted
	Analyze Industry Trends	Analyze industry trends, economic forecasts, competitive landscapes, and regulatory changes impacting the procurement function.	Market Research, Industry Analysis, Economic Indicators, Regulatory Compliance	High	Procurement Analyst	Monthly	Ongoing	Data collected from industry publications, market research reports
	Analyze Competitive Landscape	Identify and assess key competitors, their procurement practices, and their competitive advantages.	Competitive Analysis, Benchmarking, Best Practices	High	Procurement Analyst	Quarterly	In Progress	Competitive analysis report draft in progress
	Conduct Spend Analysis	Conduct in-depth spend analysis to identify high-spend categories, areas for potential cost savings, and opportunities for consolidation.	Spend Analysis Tools, Data Visualization, Reporting	High	Procurement Analyst	Monthly	Ongoing	Initial spend analysis report completed, ongoing data collection
	Research and Evaluate Emerging Technologies	Research and evaluate emerging technologies (e.g., AI, blockchain, IoT, robotics, 3D printing) and their potential impact on procurement processes and supply chains.	Technology Trends, Innovation, Digital Transformation	High	Procurement Analyst	Quarterly	In Progress	Initial research on AI and blockchain completed
	Monitor Market Intelligence and Competitive Landscapes	Continuously monitor market intelligence, competitive landscapes, and economic conditions through industry publications, market research reports, and online resources.	Market Research, Competitive Intelligence, Industry News	Medium	Procurement Analyst	Weekly	Ongoing	Daily news scans and weekly reports
	Analyze Supplier Performance Data and Identify Best-in-Class Practices	Analyze supplier performance data to identify best-in-class practices, areas for improvement, and opportunities for collaboration with top-performing suppliers.	Supplier Performance Analysis, Benchmarking, Continuous Improvement	Medium	Procurement Analyst	Quarterly	In Progress	Initial analysis completed, benchmarking reports to be finalized
	Categorize Spend and Prioritize Strategic Sourcing Categories	Categorize spend by category (e.g., raw materials, direct materials, indirect materials, services) and prioritize strategic sourcing categories based on spend volume, risk, and strategic importance.	Category Management, Spend Analysis	High	Procurement Team	Q1 2025	Completed	Category prioritization matrix developed
	Develop Sourcing Strategies for Each Category	Develop sourcing strategies for each category (e.g., competitive bidding, negotiation, supplier development, reverse auctions).	Sourcing Methodologies, Negotiation Strategies	High	Procurement Manager, Sourcing Specialists	Q2 2025	In Progress	Sourcing strategies for key categories drafted
	Identify and Evaluate Potential Suppliers	Identify and evaluate potential suppliers based on criteria such as quality, cost, delivery, sustainability, innovation, financial stability, and risk.	Supplier Evaluation Criteria, RFI/RFP Processes, Supplier Qualification	High	Procurement Team	Ongoing	Ongoing	Supplier evaluations ongoing for key categories
	Develop Supplier Segmentation Strategies	Segment suppliers based on their strategic importance and risk level (e.g., strategic, key, and non-critical).	Supplier Segmentation, Risk Assessment	Medium	Procurement Manager	Q1 2025	Completed	Supplier segmentation matrix developed
	Conduct Value Engineering and Cost Analysis	Conduct value engineering and cost analysis to identify cost-saving opportunities and improve product/service design and specifications.	Value Engineering, Cost Analysis, Design for Manufacturing and Assembly (DFMA)	Medium	Procurement Manager, Engineering (as applicable)	Q2 2025	Scheduled	Meetings scheduled with engineering team for value engineering workshops
	Develop Supplier Qualification Questionnaires and Assessment Criteria	Develop and implement a standardized process for supplier qualification and assessment, including questionnaires, audits, and site visits.	Supplier Qualification, Assessment Criteria, Due Diligence	Medium	Procurement Manager, Procurement Team	Q1 2025	Completed	Supplier qualification questionnaire developed and approved
	Conduct Supply Chain Risk Assessments	Conduct comprehensive supply chain risk assessments (e.g., political, economic, environmental, social, technological, legal).	Risk Assessment Methodologies, Supply Chain Mapping, SWOT Analysis	High	Procurement Manager, Risk Management Team (if applicable)	Quarterly	Ongoing	Initial risk assessment completed, ongoing monitoring
	Supplier Risk Assessment	Conduct thorough supplier risk assessments (e.g., financial stability, operational capability, ethical practices, cybersecurity, environmental impact, social responsibility).	Supplier Due Diligence, Risk Scoring, Third-Party Audits	High	Procurement Team, Finance Department (as applicable)	Quarterly	Ongoing	Supplier risk assessments conducted for key suppliers
	Develop and Implement Risk Mitigation Plans	Develop and implement risk mitigation plans (e.g., supplier diversification, contract clauses, insurance, early warning systems).	Risk Mitigation Strategies, Contingency Planning	High	Procurement Manager, Risk Management Team (if applicable)	Quarterly	Ongoing	Risk mitigation plans developed and implemented for key risks
	Conduct Scenario Planning and Develop Contingency Plans	Conduct scenario planning exercises to anticipate potential disruptions (e.g., pandemics, natural disasters, geopolitical events) and develop contingency plans.	Scenario Planning, Business Continuity Planning, Disaster Recovery	Medium	Procurement Manager, Cross-functional Team	Annually	Scheduled	Scenario planning workshop scheduled for Q3 2025
	Develop and Maintain a Risk Register	Develop and maintain a risk register to track and monitor identified risks, their likelihood, and potential impact.	Risk Management Software, Risk Tracking	Medium	Procurement Manager, Risk Management Team (if applicable)	Ongoing	In Progress	Risk register created and being updated regularly
	Define Long-Term Sourcing Plans for Key Categories and Critical Suppliers	Define long-term sourcing plans for key categories and critical suppliers, including multi-year contracts and supplier development initiatives.	Long-Term Planning, Strategic Partnerships	High	Procurement Manager, Sourcing Specialists	Annually	In Progress	Long-term sourcing plans being developed for key categories
	Develop Supplier Relationship Management Plans	Develop supplier relationship management plans for key suppliers, including communication protocols, performance reviews, joint improvement initiatives, and conflict resolution mechanisms.	Supplier Relationship Management, Key Account Management	High	Procurement Manager, Key Account Managers	Annually	In Progress	Initial relationship management plans developed for key suppliers
	Implement Supplier Diversity Programs	Develop and implement programs to support and utilize diverse suppliers (e.g., minority-owned, women-owned, veteran-owned businesses).	Supplier Diversity Programs, Social Responsibility, Ethical Sourcing	Medium	Procurement Manager, Diversity & Inclusion Team (if applicable)	Annually	Not Started	Researching potential diverse suppliers in key categories
	Develop and Execute Supplier Development Initiatives	Develop and execute supplier development initiatives to improve supplier capabilities (e.g., training, coaching, technology transfer, financial assistance).	Supplier Development Programs, Continuous Improvement, Supplier Collaboration	Medium	Procurement Manager, Supplier Development Team (if applicable)	Ongoing	In Progress	Pilot supplier development program launched with key supplier
	Establish Key Account Management Programs	Establish key account management programs for critical suppliers to foster strong and collaborative relationships.	Key Account Management, Customer Relationship Management, Strategic Partnerships	Medium	Procurement Manager, Key Account Managers	Ongoing	In Progress	Key Account Managers assigned to critical suppliers
	Analyze Spend Data to Identify Cost-Saving Opportunities	Analyze spend data to identify cost-saving opportunities, such as price negotiations, volume discounts, alternative sourcing options, and process improvements.	Spend Analysis Tools, Data Mining	High	Procurement Analyst	Monthly	Ongoing	Spend analysis reports generated and reviewed monthly
	Identify High-Spend Categories and Areas for Potential Consolidation	Identify high-spend categories and explore opportunities for consolidation and leverage, such as volume discounts and contract bundling.	Category Management, Spend Analysis	High	Procurement Analyst, Procurement Manager	Quarterly	Ongoing	Consolidation opportunities identified in several categories
	Analyze Supplier Performance by Category	Analyze supplier performance by category to identify top performers, areas for improvement, and opportunities for collaboration.	Supplier Performance Analysis, Benchmarking	Medium	Procurement Analyst	Quarterly	In Progress	Supplier performance dashboards in development
	Identify Trends in Spending Patterns	Analyze historical spending data to identify trends in spending patterns and forecast future spending needs.	Data Analysis, Forecasting	Medium	Procurement Analyst	Annually	Scheduled	Trend analysis to be conducted in Q4 2025
	Use Data Analytics Tools to Gain Insights from Spend Data	Utilize data analytics tools (e.g., business intelligence platforms, data visualization tools) to gain deeper insights from spend data and identify hidden opportunities.	Data Analytics, Business Intelligence	Medium	Procurement Analyst	Ongoing	In Progress	Exploring new data analytics tools for procurement
II. Operational Planning	Define and Track Key Performance Indicators (KPIs)	Define and track key performance indicators (KPIs) for procurement activities (e.g., cost savings, on-time delivery, quality, supplier performance).	Measurable KPIs, Performance Tracking, Data Analysis, Reporting	High	Procurement Analyst, Procurement Manager	Q1 2025	In Progress	KPI list drafted, data collection in progress
	Establish Clear and Measurable Targets for Each KPI	Establish clear and measurable targets for each KPI and track progress towards achieving those targets.	Goal Setting, Performance Management	High	Procurement Manager	Q1 2025	In Progress	KPI targets being finalized
	Regularly Monitor and Analyze Performance Against Targets	Regularly monitor and analyze performance against targets and identify any deviations.	Performance Monitoring, Data Analysis	High	Procurement Analyst	Monthly	Ongoing	Monthly performance reports generated
	Develop Scorecards and Dashboards	Develop scorecards and dashboards to track and visualize key performance indicators.	Data Visualization, Performance Reporting	Medium	Procurement Analyst	Q2 2025	In Progress	Scorecard templates being developed
	Communicate KPIs and Performance Data to Stakeholders	Communicate KPIs and performance data to stakeholders to ensure transparency and accountability.	Stakeholder Communication, Performance Reporting	Medium	Procurement Manager	Monthly	Ongoing	Monthly performance reports shared with stakeholders
	Document all Procurement Processes	Document all procurement processes (e.g., requisitioning, purchase order creation, invoice processing, contract management).	Process Documentation, SOP Development	High	Procurement Team	Q1 2025	Completed	Process documentation completed and stored in shared drive
	Develop and Implement Standard Operating Procedures (SOPs) for All Procurement Activities	Develop and implement standard operating procedures (SOPs) for all procurement activities.	SOP Development, Process Standardization	High	Procurement Team	Q1 2025	Completed	SOPs developed and implemented
	2.2.3 Utilize Workflow Diagrams and Process Maps	Utilize workflow diagrams and process maps to visualize and streamline procurement processes.	Process Mapping, Process Improvement	Medium	Procurement Analyst	Q2 2025	In Progress	Process maps being created for key processes
	Streamline and Automate Procurement Processes	Identify opportunities to streamline and automate procurement processes using technology (e.g., e-procurement platforms, RPA).	Process Automation, Technology Implementation	Medium	Procurement Analyst, IT Department	Q3 2025	Scheduled	Researching e-procurement platforms
	Develop and Implement a Change Management Process for Procurement Procedures	Develop and implement a change management process for procurement procedures to ensure smooth transitions and stakeholder buy-in.	Change Management, Communication, Training	Medium	Procurement Manager	Q1 2025	Completed	Change management process documented and communicated
	Conduct Thorough Supplier Onboarding and Qualification	Establish a thorough supplier onboarding process, including due diligence and risk assessments.	Supplier Onboarding, Due Diligence, Risk Assessment	High	Procurement Team	Ongoing	Ongoing	Supplier onboarding checklist updated
	Conduct Regular Performance Reviews	Conduct regular performance reviews with key suppliers to assess performance against agreed-upon metrics.	Performance Reviews, Supplier Feedback	High	Key Account Managers	Quarterly	Ongoing	Performance reviews conducted for key suppliers
	Manage Contracts and Agreements Effectively	Negotiate, execute, and manage contracts effectively, including contract compliance, renewals, and amendments.	Contract Management, Contract Negotiation, Legal Review	High	Procurement Team, Legal Department	Ongoing	Ongoing	Contract management system implemented
	Resolve Supplier Issues and Disputes	Develop and implement procedures for resolving supplier issues and disputes promptly and professionally.	Issue Resolution, Dispute Resolution, Corrective Actions	High	Key Account Managers	As Needed	Ongoing	Issue resolution log maintained
	Build Strong and Collaborative Relationships with Key Suppliers	Foster open and transparent communication, build trust, and collaborate with key suppliers.	Relationship Building, Communication Strategies	High	Key Account Managers	Ongoing	Ongoing	Regular communication and meetings with key suppliers
	Implement Supplier Development Programs	Develop and implement supplier development programs to improve supplier capabilities and performance.	Supplier Development Programs, Continuous Improvement, Supplier Collaboration	Medium	Procurement Manager, Supplier Development Team (if applicable)	Ongoing	In Progress	Pilot supplier development program launched with key supplier
	Establish and Maintain Open Communication Channels with Suppliers	Establish and maintain open communication channels with suppliers, including regular meetings, performance feedback sessions, and collaborative platforms.	Communication Protocols, Supplier Relationship Management	Medium	Key Account Managers	Ongoing	Ongoing	Regular communication channels established with key suppliers
	Implement Risk Mitigation Plans and Monitor Their Effectiveness	Implement risk mitigation plans and monitor their effectiveness through regular reviews and updates.	Risk Mitigation Strategies, Contingency Planning	High	Procurement Manager, Risk Management Team (if applicable)	Quarterly	Ongoing	Risk mitigation plans reviewed and updated quarterly
	Conduct Regular Risk Assessments and Adjust Mitigation Strategies as Needed	Conduct regular risk assessments and adjust mitigation strategies as needed based on changes in the business environment or supplier performance.	Risk Assessment, Risk Monitoring, Contingency Planning	High	Procurement Manager, Risk Management Team (if applicable)	Quarterly	Ongoing	Risk assessments conducted quarterly
III. Resource Planning	Ensure Compliance with All Relevant Regulations and Laws	Ensure compliance with all relevant regulations and laws, including data privacy, anti-bribery, and environmental regulations.	Country specifics, ethics.	High	Procurement Manager, Category Manager, Sourcing Manager	Quarterly	Started	-
	Allocate Budget & Resources	Secure funding and allocate resources effectively.	Align with organization's strategy & objectives. Management justifications & approvals.	High	Procurement Manager	Quarterly	Ongoing	-
	Assess Staffing & Training Needs	Identify skill gaps and training needs for procurement professionals.	Assess current employee skills against job requirements and industry trends. Prioritize training needs based on critical skills gaps and develop a comprehensive training plan that aligns with business goals and addresses identified needs.	High	Procurement Manager	Annually	In Progress	Whenever significant changes occur within the procurement function, such as new technologies, organizational restructuring, or changes in business strategy.
IV. Monitoring and Control	Implement & Maintain Technology	Utilize e-procurement systems and data analytics tools.	Careful planning, including thorough testing, comprehensive user training, and ongoing maintenance and support.	High	Procurement Analyst, IT	As needed	Ongoing	ensures the technology meets business needs, is effectively used by employees, and remains reliable and secure over time.
	Monitor Performance	Track KPIs and analyze data for improvement opportunities.	Continuous performance monitoring is crucial to track the effectiveness of procurement initiatives.	High	Procurement Analyst	Monthly	Ongoing	KPIs should be regularly monitored and analyzed to identify areas for improvement and ensure that procurement activities are aligned with overall business objectives.
	Ensure Continuous Improvement	Regularly review and optimize procurement processes.	requires a culture of learning and adaptation.	High	Procurement Manager	Continuous	Ongoing	Regularly review procurement processes, gather feedback from stakeholders, and implement best practices to optimize performance, reduce costs, and enhance efficiency.
	Conduct Audits & Compliance Checks	Ensure compliance with policies, procedures, and regulations.	Regular audits and compliance checks are essential to ensure adherence to procurement policies, legal regulations, and ethical standards.	High	Internal Audit	As Needed	Not Started	These checks help identify and mitigate risks, improve transparency and accountability, and maintain the integrity of the procurement process.
	Engage Stakeholders	Build relationships and communicate effectively with internal and external stakeholders.	Open and transparent communication with internal stakeholders (e.g., finance, operations, legal) and external suppliers	High	Procurement Manager	Continuous	Ongoing	-
V. Communication and Collaboration	Collaborate with Suppliers	Open communication & collaboration for innovation.	Open supplier portfolio to more diversity.	High	Key Account Managers	Continuous	Ongoing	-
	Share Knowledge & Train	Share best practices and provide training to procurement staff.	Key to develop a performing teams, motivation and retention.	Medium	Procurement Manager	Continuous	Ongoing	-

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	Conduct Spend Analysis	Conduct in-depth spend analysis to identify high-spend categories, areas for potential cost savings, and opportunities for consolidation.	Spend Analysis Tools, Data Visualization, Reporting	High	Procurement Analyst	Monthly	Ongoing	Initial spend analysis report completed, ongoing data collection
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	Identify and Evaluate Potential Suppliers	Identify and evaluate potential suppliers based on criteria such as quality, cost, delivery, sustainability, innovation, financial stability, and risk.	Supplier Evaluation Criteria, RFI/RFP Processes, Supplier Qualification	High	Procurement Team	Ongoing	Ongoing	Supplier evaluations ongoing for key categories
	Develop Supplier Segmentation Strategies	Segment suppliers based on their strategic importance and risk level (e.g., strategic, key, and non-critical).	Supplier Segmentation, Risk Assessment	Medium	Procurement Manager	Q1 2025	Completed	Supplier segmentation matrix developed
	Conduct Value Engineering and Cost Analysis	Conduct value engineering and cost analysis to identify cost-saving opportunities and improve product/ service design and specifications.	Value Engineering, Cost Analysis, Design for Manufacturing and Assembly (DFMA)	Medium	Procurement Manager, Engineering (as applicable)	Q2 2025	Scheduled	Meetings scheduled with engineering team for value engineering workshops
	Develop Supplier Qualification Questionnaires and Assessment Criteria	Develop and implement a standardized process for supplier qualification and assessment, including questionnaires, audits, and site visits.	Supplier Qualification, Assessment Criteria, Due Diligence	Medium	Procurement Manager, Procurement Team	Q1 2025	Completed	Supplier qualification questionnaire developed and approved
	Conduct Supply Chain Risk Assessments	Conduct comprehensive supply chain risk assessments (e.g., political, economic, environmental, social, technological, legal).	Risk Assessment Methodologies, Supply Chain Mapping, SWOT Analysis	High	Procurement Manager, Risk Management Team (if applicable)	Quarterly	Ongoing	Initial risk assessment completed, ongoing monitoring
	Supplier Risk Assessment	Conduct thorough supplier risk assessments (e.g., financial stability, operational capability, ethical practices, cybersecurity, environmental impact, social responsibility).	Supplier Due Diligence, Risk Scoring, Third-Party Audits	High	Procurement Team, Finance Department (as applicable)	Quarterly	Ongoing	Supplier risk assessments conducted for key suppliers
	Develop and Implement Risk Mitigation Plans	Develop and implement risk mitigation plans (e.g., supplier diversification, contract clauses, insurance, early warning systems).	Risk Mitigation Strategies, Contingency Planning	High	Procurement Manager, Risk Management Team (if applicable)	Quarterly	Ongoing	Risk mitigation plans developed and implemented for key risks
	Conduct Scenario Planning and Develop Contingency Plans	Conduct scenario planning exercises to anticipate potential disruptions (e.g., pandemics, natural disasters, geopolitical events) and develop contingency plans.	Scenario Planning, Business Continuity Planning, Disaster Recovery	Medium	Procurement Manager, Cross-functional Team	Annually	Scheduled	Scenario planning workshop scheduled for Q3 2025
	Develop and Maintain a Risk Register	Develop and maintain a risk register to track and monitor identified risks, their likelihood, and potential impact.	Risk Management Software, Risk Tracking	Medium	Procurement Manager, Risk Management Team (if applicable)	Ongoing	In Progress	Risk register created and being updated regularly
	Define Long-Term Sourcing Plans for Key Categories and Critical Suppliers	Define long-term sourcing plans for key categories and critical suppliers, including multi-year contracts and supplier development initiatives.	Long-Term Planning, Strategic Partnerships	High	Procurement Manager, Sourcing Specialists	Annually	In Progress	Long-term sourcing plans being developed for key categories
	Develop Supplier Relationship Management Plans	Develop supplier relationship management plans for key suppliers, including communication protocols, performance reviews, joint improvement initiatives, and conflict resolution mechanisms.	Supplier Relationship Management, Key Account Management	High	Procurement Manager, Key Account Managers	Annually	In Progress	Initial relationship management plans developed for key suppliers
	Implement Supplier Diversity Programs	Develop and implement programs to support and utilize diverse suppliers (e.g., minority-owned, women-owned, veteran-owned businesses).	Supplier Diversity Programs, Social Responsibility, Ethical Sourcing	Medium	Procurement Manager, Diversity & Inclusion Team (if applicable)	Annually	Not Started	Researching potential diverse suppliers in key categories
	Develop and Execute Supplier Development Initiatives	Develop and execute supplier development initiatives to improve supplier capabilities (e.g., training, coaching, technology transfer, financial assistance).	Supplier Development Programs, Continuous Improvement, Supplier Collaboration	Medium	Procurement Manager, Supplier Development Team (if applicable)	Ongoing	In Progress	Pilot supplier development program launched with key supplier
	Establish Key Account Management Programs	Establish key account management programs for critical suppliers to foster strong and collaborative relationships.	Key Account Management, Customer Relationship Management, Strategic Partnerships	Medium	Procurement Manager, Key Account Managers	Ongoing	In Progress	Key Account Managers assigned to critical suppliers
	Analyze Spend Data to Identify Cost-Saving Opportunities	Analyze spend data to identify cost-saving opportunities, such as price negotiations, volume discounts, alternative sourcing options, and process improvements.	Spend Analysis Tools, Data Mining	High	Procurement Analyst	Monthly	Ongoing	Spend analysis reports generated and reviewed monthly
	Identify High-Spend Categories and Areas for Potential Consolidation	Identify high-spend categories and explore opportunities for consolidation and leverage, such as volume discounts and contract bundling.	Category Management, Spend Analysis	High	Procurement Analyst, Procurement Manager	Quarterly	Ongoing	Consolidation opportunities identified in several categories
	Analyze Supplier Performance by Category	Analyze supplier performance by category to identify top performers, areas for improvement, and opportunities for collaboration.	Supplier Performance Analysis, Benchmarking	Medium	Procurement Analyst	Quarterly	In Progress	Supplier performance dashboards in development
	Identify Trends in Spending Patterns	Analyze historical spending data to identify trends in spending patterns and forecast future spending needs.	Data Analysis, Forecasting	Medium	Procurement Analyst	Annually	Scheduled	Trend analysis to be conducted in Q4 2025
	Use Data Analytics Tools to Gain Insights from Spend Data	Utilize data analytics tools (e.g., business intelligence platforms, data visualization tools) to gain deeper insights from spend data and identify hidden opportunities.	Data Analytics, Business Intelligence	Medium	Procurement Analyst	Ongoing	In Progress	Exploring new data analytics tools for procurement

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II. Operational Planning	Define and Track Key Performance Indicators (KPIs)	Define and track key performance indicators (KPIs) for procurement activities (e.g., cost savings, on-time delivery, quality, supplier performance).	Measurable KPIs, Performance Tracking, Data Analysis, Reporting	High	Procurement Analyst, Procurement Manager	Q1 2025	In Progress	KPI list drafted, data collection in progress
	Establish Clear and Measurable Targets for Each KPI	Establish clear and measurable targets for each KPI and track progress towards achieving those targets.	Goal Setting, Performance Management	High	Procurement Manager	Q1 2025	In Progress	KPI targets being finalized
	Regularly Monitor and Analyze Performance Against Targets	Regularly monitor and analyze performance against targets and identify any deviations.	Performance Monitoring, Data Analysis	High	Procurement Analyst	Monthly	Ongoing	Monthly performance reports generated
	Develop Scorecards and Dashboards	Develop scorecards and dashboards to track and visualize key performance indicators.	Data Visualization, Performance Reporting	Medium	Procurement Analyst	Q2 2025	In Progress	Scorecard templates being developed
	Communicate KPIs and Performance Data to Stakeholders	Communicate KPIs and performance data to stakeholders to ensure transparency and accountability.	Stakeholder Communication, Performance Reporting	Medium	Procurement Manager	Monthly	Ongoing	Monthly performance reports shared with stakeholders
	Document all Procurement Processes	Document all procurement processes (e.g., requisitioning, purchase order creation, invoice processing, contract management).	Process Documentation, SOP Development	High	Procurement Team	Q1 2025	Completed	Process documentation completed and stored in shared drive
	Develop and Implement Standard Operating Procedures (SOPs) for All Procurement Activities	Develop and implement standard operating procedures (SOPs) for all procurement activities.	SOP Development, Process Standardization	High	Procurement Team	Q1 2025	Completed	SOPs developed and implemented
	2.2.3 Utilize Workflow Diagrams and Process Maps	Utilize workflow diagrams and process maps to visualize and streamline procurement processes.	Process Mapping, Process Improvement	Medium	Procurement Analyst	Q2 2025	In Progress	Process maps being created for key processes
	Streamline and Automate Procurement Processes	Identify opportunities to streamline and automate procurement processes using technology (e.g., e-procurement platforms, RPA).	Process Automation, Technology Implementation	Medium	Procurement Analyst, IT Department	Q3 2025	Scheduled	Researching e-procurement platforms
	Develop and Implement a Change Management Process for Procurement Procedures	Develop and implement a change management process for procurement procedures to ensure smooth transitions and stakeholder buy-in.	Change Management, Communication, Training	Medium	Procurement Manager	Q1 2025	Completed	Change management process documented and communicated
	Conduct Thorough Supplier Onboarding and Qualification	Establish a thorough supplier onboarding process, including due diligence and risk assessments.	Supplier Onboarding, Due Diligence, Risk Assessment	High	Procurement Team	Ongoing	Ongoing	Supplier onboarding checklist updated
	Conduct Regular Performance Reviews	Conduct regular performance reviews with key suppliers to assess performance against agreed-upon metrics.	Performance Reviews, Supplier Feedback	High	Key Account Managers	Quarterly	Ongoing	Performance reviews conducted for key suppliers
	Manage Contracts and Agreements Effectively	Negotiate, execute, and manage contracts effectively, including contract compliance, renewals, and amendments.	Contract Management, Contract Negotiation, Legal Review	High	Procurement Team, Legal Department	Ongoing	Ongoing	Contract management system implemented
	Resolve Supplier Issues and Disputes	Develop and implement procedures for resolving supplier issues and disputes promptly and professionally.	Issue Resolution, Dispute Resolution, Corrective Actions	High	Key Account Managers	As Needed	Ongoing	Issue resolution log maintained
	Build Strong and Collaborative Relationships with Key Suppliers	Foster open and transparent communication, build trust, and collaborate with key suppliers.	Relationship Building, Communication Strategies	High	Key Account Managers	Ongoing	Ongoing	Regular communication and meetings with key suppliers
	Implement Supplier Development Programs	Develop and implement supplier development programs to improve supplier capabilities and performance.	Supplier Development Programs, Continuous Improvement, Supplier Collaboration	Medium	Procurement Manager, Supplier Development Team (if applicable)	Ongoing	In Progress	Pilot supplier development program launched with key supplier
	Establish and Maintain Open Communication Channels with Suppliers	Establish and maintain open communication channels with suppliers, including regular meetings, performance feedback sessions, and collaborative platforms.	Communication Protocols, Supplier Relationship Management	Medium	Key Account Managers	Ongoing	Ongoing	Regular communication channels established with key suppliers
	Implement Risk Mitigation Plans and Monitor Their Effectiveness	Implement risk mitigation plans and monitor their effectiveness through regular reviews and updates.	Risk Mitigation Strategies, Contingency Planning	High	Procurement Manager, Risk Management Team (if applicable)	Quarterly	Ongoing	Risk mitigation plans reviewed and updated quarterly
	Conduct Regular Risk Assessments and Adjust Mitigation Strategies as Needed	Conduct regular risk assessments and adjust mitigation strategies as needed based on changes in the business environment or supplier performance.	Risk Assessment, Risk Monitoring, Contingency Planning	High	Procurement Manager, Risk Management Team (if applicable)	Quarterly	Ongoing	Risk assessments conducted quarterly
	Ensure Compliance with All Relevant Regulations and Laws	Ensure compliance with all relevant regulations and laws, including data privacy, anti-bribery, and environmental regulations.	Country specifics, ethics.	High	Procurement Manager, Category Manager, Sourcing Manager	Quarterly	Started	-

Area	All Tasks	Description	Take into Account	Prioritization	Responsible	Due Date	Status	Notes
III. Resource Planning	Allocate Budget & Resources	Secure funding and allocate resources effectively.	Align with organization's strategy & objectives. Management justifications & approvals.	High	Procurement Manager	Quarterly	Ongoing	-
	Assess Staffing & Training Needs	Identify skill gaps and training needs for procurement professionals.	Assess current employee skills against job requirements and industry trends. Prioritize training needs based on critical skills gaps and develop a comprehensive training plan that aligns with business goals and addresses identified needs.	High	Procurement Manager	Annually	In Progress	Whenever significant changes occur within the procurement function, such as new technologies, organizational restructuring, or changes in business strategy.
	Implement & Maintain Technology	Utilize e-procurement systems and data analytics tools.	careful planning, including thorough testing, comprehensive user training, and ongoing maintenance and support.	High	Procurement Analyst, IT	As needed	Ongoing	ensures the technology meets business needs, is effectively used by employees, and remains reliable and secure over time.

Area	All Tasks	Description	Take into Account	Prioritization	Responsible	Due Date	Status	Notes
IV. Monitoring and Control	Monitor Performance	Track KPIs and analyze data for improvement opportunities.	Continuous performance monitoring is crucial to track the effectiveness of procurement initiatives.	High	Procurement Analyst	Monthly	Ongoing	KPIs should be regularly monitored and analyzed to identify areas for improvement and ensure that procurement activities are aligned with overall business objectives.
	Ensure Continuous Improvement	Regularly review and optimize procurement processes.	requires a culture of learning and adaptation.	High	Procurement Manager	Continuous	Ongoing	Regularly review procurement processes, gather feedback from stakeholders, and implement best practices to optimize performance, reduce costs, and enhance efficiency.
	Conduct Audits & Compliance Checks	Ensure compliance with policies, procedures, and regulations.	Regular audits and compliance checks are essential to ensure adherence to procurement policies, legal regulations, and ethical standards.	High	Internal Audit	As Needed	Not Started	These checks help identify and mitigate risks, improve transparency and accountability, and maintain the integrity of the procurement process.

Area	All Tasks	Description	Take into Account	Prioritization	Responsible	Due Date	Status	Notes
V. Communication and Collaboration	Engage Stakeholders	Build relationships and communicate effectively with internal and external stakeholders.	Open and transparent communication with internal stakeholders (e.g., finance, operations, legal) and external suppliers fosters trust, collaboration	High	Procurement Manager	Continuous	Ongoing	-
	Collaborate with Suppliers	Open communication & collaboration for innovation.	Open supplier portfolio to more diversity.	High	Key Account Managers	Continuous	Ongoing	-
	Share Knowledge & Train	Share best practices and provide training to procurement staff.	Key to develop a performing teams, motivation and retention.	Medium	Procurement Manager	Continuous	Ongoing	-