



# Example: Vendor Management Process and Project Plan

FitforProjects, Inc



# Vendor Management Services Overview

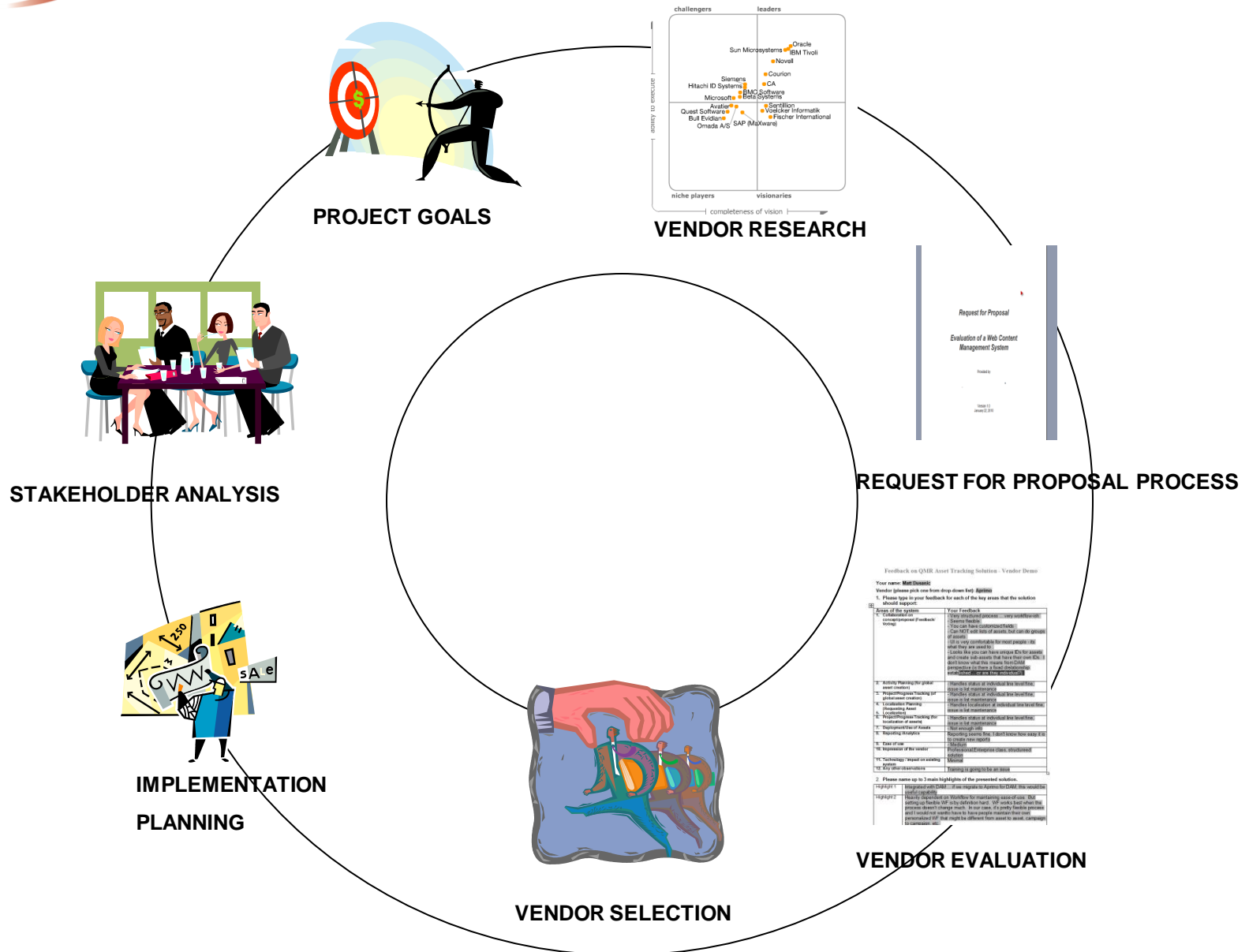
## Overview

- Unbiased selection services incorporating industry best practices
- Participative process increases internal support before implementation begins
- Our well-defined processes, templates, and toolkits allows us to not just hit the ground running, but also assure highly effective results

## Process and Plans – the following pages show:

- Overview of the Vendor Management Process
- Example Project Plan showing typical activities and “representative” durations

# Effective Vendor Management is a Process





# Sample Project Plan : Vendor Management Services

#	Task	Start	End
<b>1</b>	<b>Stakeholder Analysis</b>	Week1	Week 2
	➤ Identify Steering Committee		
	➤ Identify Core team		
	➤ Identify Extended team		
<b>2</b>	<b>Determine High level Project Goals</b>	Week3	Week 4
	➤ Determine prioritized business goals		
	➤ Create Project Charter		
	➤ Define Project logistics/tech roadmap		
	➤ Perform initial risk analysis		
	➤ Baseline Requirements		
<b>3</b>	<b>Vendor Research</b>	Week5	Week5
	➤ Secondary Research		
	➤ Request for Information process		



## Sample Project Plan : Vendor Management Services

#	Task	Start	End
	➤ Create shortlist		
<b>4</b>	<b>RFP Process</b>	Week 6	Week 7
	➤ Create RFP and distribute		
	➤ Create Proof of Concept requirements		
<b>5</b>	<b>Vendor Collaboration</b>	Week 8	Week 10
	➤ Proof of concept demos		
	➤ Consolidate RFP responses		
	➤ Create scoring matrices ➤ Final recommendation		
<b>6</b>	<b>Budget Creation</b>	Week 11	Week 11
<b>7</b>	<b>Contracts Management</b>	Week 12	Week 14
<b>8</b>	<b>SOW, MSA Sign-off</b>	Week 15	Week 15
<b>9</b>	<b>Closure Activities</b>	Week 16	