

**Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies**

1. Title	Conduct project procurement planning	
2. Code	ITSWPM622A	
3. Range	Prepare and specify a project procurement plan for an organization to outsource a particular project (or part of it) [Project Management – Project Procurement and Contract Management]	
4. Level	6	
5. Credit	6	
6. Competency		<p style="text-align: center;"><u>Performance Requirement</u></p> <p>6.1 Have knowledge in identifying which particular project needs can be best met by procuring services outside the organization</p> <p>6.2 Define the project scope statement</p> <p>6.3 Produce a product description</p> <p>6.4 Identify the procurement resources</p> <p>6.5 Conduct make-or-buy analysis</p> <p>6.6 Develop a procurement management plan and statement of work professionally</p>
		<p>Be able to evaluate those considerations on</p> <ul style="list-style-type: none"> ▪ whether to procure ▪ how to procure ▪ what to procure ▪ how much to procure ▪ when to procure <p>Be able to write a project scope statement that describes the project boundaries with sufficient information about project needs and strategies which must be considered during procurement planning</p> <p>Be able to write a product description that describes the ultimate end-product of the project; statement of work from the contractor and the information about any technical issues or concerns</p> <p>Be able to identify the expertise in the organization to support project procedure activities</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ determine whether in-house development would be more cost-effective than outsourcing based on direct costs and indirect costs comparison ▪ acquire expert judgment from consultants, professional and technical associations and industry groups if necessary <p>Be able to work out a procurement management plan addressing</p> <ul style="list-style-type: none"> ▪ types of contracts to be used ▪ evaluation criteria ▪ procurement documents ▪ management of multiple providers if being adopted ▪ coordination in the procurement process
7. Assessment Criteria	<p>The integrated outcome requirements of this UoCs are the abilities to:</p> <p>(i) develop a procedure management plan describing how the remaining procurement processes (from solicitation planning through contract close-out) to be managed; and</p> <p>(ii) write a clear, complete and concise statement of work as a reference during the procurement process management.</p>	
Remark		