

## PROJECT DELIVERY

Briefing Paper  
Series 2, Vol.2

**DWC**  
*David Wood*  
COMPANY

# I.T PROCUREMENT LIFECYCLE FRAMEWORK

In today's business environment, upgrading existing systems, migrating to the cloud, or engaging a managed service partner, it is essential to adopt procurement 'best practice principles & framework'.

In this briefing paper, we define 'best practice' procurement lifecycle framework.

### Procurement Best Practice Principles

- Value for Money
- Open & Fair Competition
- Accountability
- Risk Management
- Probity & Transparency

### Procurement Lifecycle Framework

- Procurement Strategy
- Requirements & Proposal
- Market Analysis
- Evaluation & Selection
- Agreement Formation
- Implementation & Transition

480 St Kilda Road  
MELBOURNE VIC 3004  
ACN 624 529 488

+61 0411 103 110

david.wood@davidwoodcompany.com.au

[www.davidwoodcompany.com.au](http://www.davidwoodcompany.com.au)



### Assign a Steering Committee & Procurement Strategy

Involve all stakeholders and impacted business areas, to participate in defining the procurement strategy and appoint a cross-functional team governed by 'best practice procurement principles.'

### Define Need, Requirements & Tender Proposal

Recruit a seasoned project manager, and, establish a procurement working group to scope the need and document the requirements and the request for proposal.

### Understanding the I.T Systems Market

Get an overview of the market, understand emerging trends and innovative technology, including cloud-based systems, and assess the feasibility and options.

### Selecting a New Business System

Discover how to select the 'best' sourcing method, and, manage a procurement-lifecycle to develop requirements, search, evaluate and select the new business system.

### Calculating the Cost of Ownership

Gain insight into the details of Vendor pricing methods - software licensing, hosting, professional and support services - that impact the total cost of ownership over the life cycle of the investment.

### Understanding Vendor Contracts

Find out what to watch out for in Vendor contract, and, what is essential to include - a catalogue of products & service, relationship management, service level agreements and performance reviews.

### Build a Business Case

When the choice made, we prepare a business case to scope the project, justify the investment, define the implementation plan, and, the basis of the expected commercial benefit.

### Implement & Transition

Plan for the on-boarding of the new Vendor and transition to the new system and services, managing the service delivery and Vendor accountability.



For an overview of 'I.T Procurement Best Practice Principles' read the Project Delivery Briefing Paper Series 2, Vol.3.