# **Developing a procurement activity plan – Goods and services procurement guide**

## What is a procurement activity plan?

A procurement activity plan outlines an organisation’s anticipated procurement activity, over 12 to 24 months. It provides your organisation and potential suppliers with an overview of what you are planning to buy at the category level and individual procurements where information is available.

The procurement activity plan is a live document and should be regularly updated to reflect your organisation’s procurement requirements.

A procurement activity plan is a core component of your organisation’s procurement strategy. Refer to the VGPB’s [Governance policy](https://buyingfor.vic.gov.au/governance-goods-and-services-policy-and-guides) for more information.

## Why is a procurement activity plan important?

The procurement activity plan provides headline information to align funding, resources and capability with planned procurement activity. It helps prioritise the release of procurement activity to take advantage of market conditions.

For the market, a summary procurement activity plan lets businesses know about potential procurement opportunities. Early awareness of future procurement requirements is particularly important for small to medium size enterprises (SMEs). It enables them to carry out background research to better understand procurement requirements and to network with other SMEs to address capability gaps. Refer **Procurement activity plan (External)**.

## What to include in my plan?

Your plan should align with any existing roll-out of procurement activity and include procurements still at the planning stage where no market commitments have been made.

The degree of detail in the plan reflects the level of information required by the head of the organisation and senior management to deliver your organisation’s procurement strategy.

The chief procurement officer oversees an annual review of the procurement activity plan.

### Using procurement activity templates

[Three templates support this guide](https://buyingfor.vic.gov.au/goods-and-services-tools-and-templates):

* Procurement activity at the category level
* Significant items of individual procurement activity that is high value/high risk or critically important to the organisation’s strategy
* Procurement activity plan Internal / External

Note: The Procurement activity plan (External) should be posted on your organisation’s website and updated periodically.

## Using this guide

This guide accompanies the goods and services supply policies. There are 5 supply policies:

* Governance policy
* Complexity and capability assessment policy
* Market analysis and review policy
* Market approach policy
* Contract management and disclosure policy

This guide supports the [Governance policy](https://buyingfor.vic.gov.au/governance-goods-and-services-policy-and-guides).

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