

**IT Project Purchases & Acquisitions Plan Worksheet:**

<b>Project Title:</b>				<b>Project Number:</b>	
<b>Project Leader/ Manager:</b>				<b>Anticipated Project Start Date:</b>	
<b>Sponsor:</b>				<b>Date Prepared:</b>	
1. Product/Good or Service	2. Person Responsible	3. *Purchase/ Acquisition Method	4. Quantity	5. Required Delivery Date	6. Estimated Cost
*Purchase/Acquisitions Methods: State Contract; Request For Proposal; Request For Bid; Others				Estimated Total=	

[See Instructions+Definitions on Page 2 - You may want to only print page 1 when printing document.](#)

# Instructions+Definitions

## I. Determine Purchases & Acquisitions Needs for Project:

Information Technology must follow state procedures and guidelines for procurement of products, goods or services required to support a project. The VT Purchase & Acquisitions Worksheet is used to assist in identifying and planning for the purchase of the products, goods and services required by a project.

## II. Directions For Use:

1. Complete the Purchases & Acquisitions Worksheet.
2. Use Estimated Costs in the Budget Worksheet.
3. Use worksheet information as appropriate to complete the project scope form.
4. If desirable, attach the completed worksheet to the project scope form.
5. Store completed worksheet with the other project management documentation in the project document repository.

## Category Definitions

1. **Product Good or Service:** Identify the specific Product, Good or Service to be purchased or acquisition.
2. **Person Responsible:** Identify the person responsible for the purchase or acquisition.
3. **Purchase/Acquisition Method Selected:** Indicate the purchase/acquisition method planned for each product, good, or service.  
(The purchase or acquisition methods are: State Contract (SC); Request For Proposal (RFP); Request For Bid (RFB); or others as appropriate.)
4. **Quantity:** Identify the quantity being purchased or acquisition.
5. **Required Delivery Date:** Identify the required date for delivery of the product, good or service.
6. **Estimated Cost:** Estimate cost of the product, good or service.