

Procurement Capability Review Checklist

The following checklist will assist you in assessing your current and future procurement capability needs. It will assist in:

- Identifying areas of strength
- Areas where capability levels need development or improvement
- Summarising the improvement actions needed to effect changes to capability levels.

Contact us to see how we can help with a customised Procurement Capability Review.

Procurement Capability Review Checklist		
Criteria	Assessment <input type="checkbox"/> Acceptable <input checked="" type="checkbox"/> Requires improvement	Improvement Action and/or Comment
Procurement processes Able to demonstrate knowledge and understanding of sourcing and tendering methods to carry out requirements appropriate to the scope and complexity of procurement		
Teamwork Awareness of skills of the team and how personnel and team objectives contribute to the success of the organisation		
Systems capability Able to demonstrate knowledge and understanding of systems and processes used in the procurement of goods and/or services		
Organisational awareness Able to demonstrate understanding of roles and responsibilities. How procurement should be organised and where it should sit within the organisation		
Leadership Evidence of business planning and ability to provide training and clear direction to team		
Strategy development & market analysis Evidence of strategy development and market analysis skills necessary to procurement scale and complexity		

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Legal / Regulatory Evidence to support understanding of frameworks relating to procurement		
Supply chain management Able to demonstrate knowledge and understanding of the importance of the supply chain, its dynamics and contract management techniques		
Financial Evidence of financial knowledge and ability to appraise the financial position of suppliers, bid prices/costs		
Sustainability Knowledge of sustainability issues and the management strategies required for the procurement scale and complexity		
Negotiation Able to demonstrate skills to negotiate for the scope and complexity of procurement undertaken		
Relationship management Capacity to identify client /customer needs and stakeholders dynamics. Able to formulate and implement strategies for managing relationships and avoiding disputes		
Communication Evidence of open communication channels i.e.; openly shares relevant information and communicates in an effective and timely manner		
Self-management Evidence of capacity to respond quickly and flexibly where required. Measures performance against established KPIs		