

## 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
<p><b>Procurement processes</b> Able to demonstrate knowledge and understanding of sourcing and tendering methods to carry out requirements appropriate to the scope and complexity of procurement</p>		
<p><b>Teamwork</b> Awareness of skills of the team and how personnel and team objectives contribute to the success of the organisation</p>		
<p><b>Systems capability</b> Able to demonstrate knowledge and understanding of systems and processes used in the procurement of goods and/or services</p>		
<p><b>Organisational awareness</b> Able to demonstrate understanding of roles and responsibilities. How procurement should be organised and where it should sit within the organisation</p>		
<p><b>Leadership</b> Evidence of business planning and ability to provide training and clear direction to team</p>		
<p><b>Strategy development &amp; market analysis</b> Evidence of strategy development and market analysis skills necessary to procurement scale and complexity</p>		

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