**Procurement Journey**

**Commodity/Service Strategy Index**

**Suggested Content for Commodity / Service Strategy**

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| **Minimum Requirements**  | **Additional Considerations**  |
| * Executive Summary
* UIG Charter & Membership List
* Sustainability Test (Route 3)
* Current Contract Status
* Supply Market Analysis
* Risk & Issue Register
* Initial Opportunity Assessments
* Option Decision Tree/Summary
* Evaluation Criteria & Methodology
* Project Plan/Timetable
* Approval/Sign Off request
 | * Porters 5 Forces
* SWOT
* PESTLEE
* Supplier Cost Driver
* Total Cost of Ownership
* Risk Mitigation Activities (4T’s)
* Strategic Positioning of the Commodity
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