# Planning

By using project plans and reporting tools, it is possible to manage the development and implementation of the commodity/service strategy. The UIG should work with the Commodity/Service Manager and complete a project report. The frequency of reporting may vary from organisation to organisation and project to project depending on issues such as:

- The risk and complexity of the project
- The structure and culture of the organisation

**Planning is a continual process and you should use lessons learned to inform your current and future plans.**

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## Sign Off

Suggested review and sign off points are:

- At project initiation
- After initial opportunity assessment
- For approval of strategy including budget
- For approval of the procurement, Contract Notice, selection stage, SPD and/or ITT
- At contract award stage
- At implementation stage

Any review and agreement to the project plan should be subject to your organisation's governance arrangements.

For high risk, business critical projects a more formal review process may be required. In simple terms, it is a review of an acquisition programme or procurement

project carried out at a key decision point by a team of experienced people, independent of the project team.