Procurement Management Plan

**Project Name**: project-name-here

**Version:** version-here

**Author:** your-name-here

Last-Revision-Date: MM/DD/YY

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# Purpose

[Purpose, introduction, scope of document.]

# Definitions, Abbreviations, Acronyms

| Term | Definition |
| --- | --- |
| Application | The software component of the system |
| Software | An electronic program consisting of algorithms, control logic, data structures, data sets, operating system, user interface. Software may consist of critical and non-critical components and may be used as a part or as an accessory of a medical device to perform pre-defined and approved operations on medical devices. Software may itself be a medical device. Software may be used in the production of a device (e.g. programmable logic controllers used in the manufacturing of equipment.) Software may be used in implementation of the device manufacturer’s quality system (e.g. Software that records and maintains the device history record. |
| SOP | Standard Operating Procedure |
| [ex.] | [these are examples. Remove above, or add below.] |

# References

* FDA Guidance for the Content of Premarket Submissions for Software Contained in Medical Devices
* Draft Guidance for Industry and Food and Drug Administration Staff Mobile Medical Devices
* FDA 21 CFR Part 820 Quality System Regulation
* [above are examples. add or remove as needed. Note: all management plans must reference the Project Management Plan. Additionally, the Project Management Plan must reference all other management plans. These references reflect the relationship between the Integration KA and all other KAs]

# Guidelines on Types of Contracts

[text-here]

# Roles & Responsibilities

|  |  |  |
| --- | --- | --- |
| Name | Role | Responsibilities |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[strictly speaking, the Name column shouldn’t be in the table above. This is because, for all management plans, it is best to only associate responsibilities with a role, not with a specific person. This is because, if the person changes (i.e., leaves project, which frequently happens) you do not want to be required to update the management plans, which can require many levels of approval in some organizations. It’s best, instead, to have person-names and roles in the Resource Histogram. But, for our purposes, person names above is acceptable.]

# Standard Procurement Documents & Templates

[text-here]

# Guidelines for Creating Procurement Documentation

[text-here]

# Revision procedures

[text-here, describes the procedure that will control revisions to this document. Drafting, reviewing, approving, releasing, distributing]