

Toolkit: First 100 Days as the Head of IT Procurement

Richard Ni, Peter Wesche

The head of IT procurement should establish a clear understanding of an organization's IT purchasing team, supplier base and stakeholder relationships, as well as charting a development strategy for IT procurement.

ACTIVITY CYCLE

This Toolkit is related to the following Activity Cycle:

Role: Sourcing & Vendor Relationships

Phase: Manage

Action: Organize sourcing and vendor management functions

When to Use: This research is for a newly hired or newly promoted head of IT procurement in organizations where there is already an established IT procurement function.

TOOLKIT DETAILS

The ZIP file download contains the following documents:



162348_1st_100_days_head_of_itp.doc

A newly recruited or promoted head of IT procurement is able to use this Toolkit to plan for first-100-day activities.



162348_1st_100_days_pm_flowchart.vsd

This is a diagram showing different meetings and key activities for the first 100 days of the head of IT procurement.



toolkit_first_100_days_as_th_162348.pdf

This is the PDF version of this file.

Directions for Use

Download the Toolkit ZIP file by selecting the link under the "Download Toolkit Resource" header at the top-right of this page. To unzip and save the files to your computer, select "Extract All" from the File drop-down menu. A PDF copy of this content is included as part of the ZIP.

Disclaimer

Unless otherwise marked for external use, the items in this Gartner Toolkit are for internal noncommercial use by the licensed Gartner client. The materials contained in this Toolkit may not be repackaged or resold. Gartner makes no representations or warranties as to the suitability of this Toolkit for any particular purpose, and disclaims all liabilities for any damages, whether direct, consequential, incidental or special, arising out of the use of or inability to use this material or the information provided herein.

REGIONAL HEADQUARTERS

Corporate Headquarters

56 Top Gallant Road
Stamford, CT 06902-7700
U.S.A.
+1 203 964 0096

European Headquarters

Tamesis
The Glanty
Egham
Surrey, TW20 9AW
UNITED KINGDOM
+44 1784 431611

Asia/Pacific Headquarters

Gartner Australasia Pty. Ltd.
Level 9, 141 Walker Street
North Sydney
New South Wales 2060
AUSTRALIA
+61 2 9459 4600

Japan Headquarters

Gartner Japan Ltd.
Aobadai Hills, 6F
7-7, Aobadai, 4-chome
Meguro-ku, Tokyo 153-0042
JAPAN
+81 3 3481 3670

Latin America Headquarters

Gartner do Brazil
Av. das Nações Unidas, 12551
9º andar—World Trade Center
04578-903—São Paulo SP
BRAZIL
+55 11 3443 1509