

Toolkit: First 100 Days as the Head of IT Procurement

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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.

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