

# Procurement Readiness Checklist

Pairs with: Treat procurement as part of the sale

Prepare for legal, risk, security, finance, and procurement review.

<b>Founder / team</b>	<b>Account / market / topic</b>	<b>Date</b>
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**When to use it**

Use when a sponsor says yes but the organisation still needs confidence to buy.

## What this worksheet covers

Buying process	Approval thresholds
Risk stakeholders	Standard documents
Commercial terms	Internal sponsor pack

## Questions to answer before you start

<p>What is the real buying process?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>What approval threshold does the price trigger?</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Which stakeholders can slow or stop the deal?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>What does the sponsor need to sell this internally?</p> <p>_____</p> <p>_____</p> <p>_____</p>

## Procurement path

Step	Who owns it	What they need	Status	Date
<b>Business case approval</b>	_____ _____	_____ _____	_____ _____	_____ _____
<b>Budget approval</b>	_____ _____	_____ _____	_____ _____	_____ _____
<b>Legal review</b>	_____ _____	_____ _____	_____ _____	_____ _____
<b>Security review</b>	_____ _____	_____ _____	_____ _____	_____ _____
<b>Data protection review</b>	_____ _____	_____ _____	_____ _____	_____ _____
<b>Risk/compliance review</b>	_____ _____	_____ _____	_____ _____	_____ _____
<b>Procurement/vendor setup</b>	_____ _____	_____ _____	_____ _____	_____ _____
<b>Contract signature</b>	_____ _____	_____ _____	_____ _____	_____ _____
<b>Implementation approval</b>	_____ _____	_____ _____	_____ _____	_____ _____

## Champion pack

Item	Ready?	Gap to close
One-page value narrative	_____ _____	_____ _____
Cost of inaction	_____ _____	_____ _____
Risk summary	_____ _____	_____ _____
Implementation plan	_____ _____	_____ _____
Commercial proposal	_____ _____	_____ _____
Procurement FAQ	_____ _____	_____ _____
Decision-ready meeting recap	_____ _____	_____ _____

## Risks, gaps, and evidence needed

Risk or gap	Why it matters	Evidence or action needed	Owner/date
_____ _____	_____ _____	_____ _____	_____ _____
_____ _____	_____ _____	_____ _____	_____ _____
_____ _____	_____ _____	_____ _____	_____ _____
_____ _____	_____ _____	_____ _____	_____ _____
_____ _____	_____ _____	_____ _____	_____ _____

## Decision card

### What this now tells me

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### Decision

Choose one.

- Continue
- Adapt
- Pause
- Exit

### Next action

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### Owner

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### Date to review

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