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Technical Specifications (In-Cash Procurement)

Technical Specification E-Procurement Project Manager

The describes the position of Project Manager for the proposed E-Procurement Project

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1 Purpose

The purpose of this document is to outline the services required with respect to a Project Manager for the implementation of a new E-Procurement system and the co-ordination and project management activities with respect to this.

The Project Manager will be responsible for the successful delivery of the project.

2 Scope

The Scope of the project is outlined below.

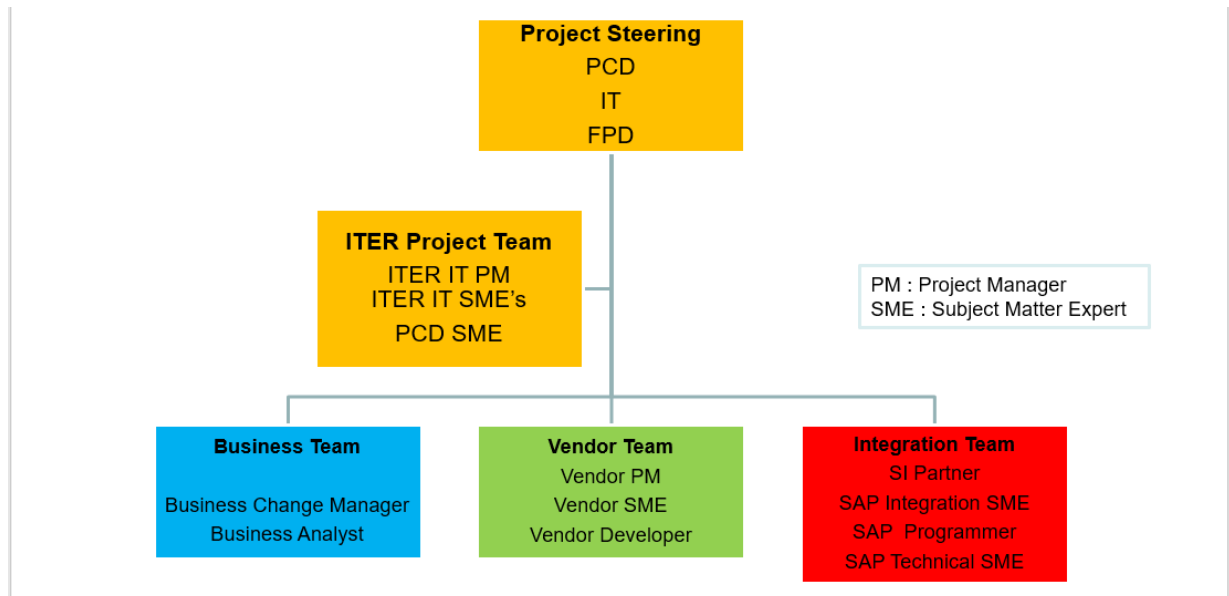
Procurement Processes in Scope:

- E-Sourcing
- Strategic Supplier Management
- E-bidding
- Contracting
- Contract Management
- Catalogue Buying
- Spend Analysis & Procurement Analytics

SAP System Integration

- PO, PR and invoices still managed in SAP. New system should be fully integrated with SAP.

Project Governance



- Project Steering (PM participates)
- ITER - Project Team (PDG) (PM Lead)

Project Plan/Budget

- Project Plan Creation and Ownership
- Project Budget Creation and Ownership

Key Stakeholders:

- Finance Department
- Procurement Division
- IT Division
- External Suppliers
- ITER Members
- Internal Customers i.e. IO staff (Responsible Officers)

3 Definitions

IT	Information Technology
PCD	Procurement and Contracts Division
PDG	Project Direction Group
SG	Steering Group
SME	Subject matter Expert
FPD	Finance & Procurement department

For a complete list of ITER abbreviations see: [ITER Abbreviations \(ITER_D_2MU6W5\)](#).

4 References

Not Applicable

5 Estimated Duration

It is estimated that the project will run for no less than 12 months.

6 Work Description

The Project Manager shall be the lead for the proper definition and implementation of an E-procurement system.

He/she shall, plan the project phases, reports to internal stakeholders, write minutes of meetings, organise meetings, ensure the timely project follow-up and execution.

7 Responsibilities

Pre- Project Phase:

- Sets up initial governance Structure in Conjunction with key stakeholders.
- Project Plan.
- Project Steering/PDG/Working Group establishments.
- Resource Requirements/Allocations.
- RFP Coordination.

Initiation:

- Validates Governance.
- Manages all Vendor On-boarding.
- Arranges all ITER security.
- On/Off Site Meetings.
- Kick off meeting.
- PM Governance.
- Owns the Risk Register for the project.

Requirements and Design

- Workshops.
- Manages with Business Change Manager/Business analyst.
- Finalise requirements.
- Design documentation.
- Design sign-off.

Build and Unit Test

- Manages weekly governance
- Manages the vendor team to ensure agreed tasks are delivered.
- Ensures Business are fully involved in testing.

Test Phase

- Test Management – Testing Plan.
- Agree Test Scripts/Use Cases with users.
- Agree Test Exit/Sign off criteria.
- Manage Deployment Plan.
- User Acceptance Testing - Sign off.

Deploy

- Manage Deployment to production.
- Manages Comms. With Business Change Manager.
- Ensure Training has been provided to all stakeholders.
- Prepare/Liase with Suppliers for Go-Live.
- Manages Go-Live

Hyper-care

- Ensure any post go-live issues are dealt with in a timely manner.

8 Required skills

The Project Manager will demonstrate the following skills and Experience

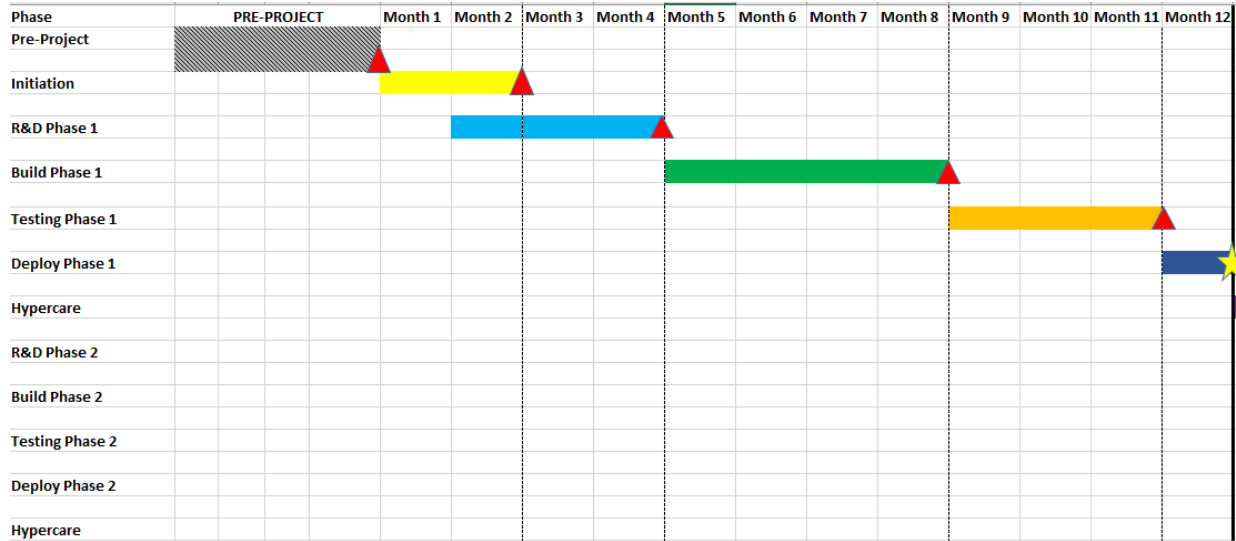
Essential:

- At least 10 years' experience in Project management.
- Strong understanding and experience in Purchasing practices specific to bidding, tendering, RFP's, RFQ's, negotiations and contracts.
- Strategic thinking skills including an ability to make sound business judgments related to strategic supply philosophies and initiatives.
- Fluent in English.
- Demonstrated Experience in the implementation of E-Procurement System.
- PMP/Prince 2 or equivalent experience in Project Management.
- Has implemented multiple procurement full life cycle projects.
- Excellent Stakeholder management skills.
- Demonstrated Experience in an International and multi-cultural environment.
- Proven ability to initiate programs with limited definition, identify a path, change direction when necessary, communicate progress and break through resistance when necessary.
- Experience in team management and working collaboratively cross functionally within a complex working environment with multiple internal and external stakeholders, as relevant to the role.
- Experience of design and implementation of Purchase to Pay business processes in an Enterprise Resource Planning (ERP) environment.

Preferred:

- Fluent in French.
- Public Sector Procurement Background.

9 List of deliverables and due dates



Pre-Project – May 2019

All Other deliverables and key phases shall be baselined at the end of the Requirements and Design Phase.

10 Acceptance Criteria

The Project manager shall ensure proper delivery according to planning indicated in paragraph 9 above.

All deliverables will have to be approved by the ITER Responsible Officer.

11 Specific requirements and conditions

- ITER working hours are based on a 40 hour week
- On-Site Presence is preferred.

12 Work Monitoring / Meeting Schedule

Besides the regular weekly or daily meetings, workshops, etc... required for the project implementation, a monthly Progress meeting shall be organised to identify progress, issues, risks, risks mitigation, etc.

Minutes of Meetings shall be written by the PM for each meeting/workshop in a format to be agreed with the IO Responsible Officer depending on the type of meeting.

The PM shall deliver a monthly report indicating inter alia the tasks, actions and achievements.

13 Delivery time breakdown

The delivery times have been outlined in the plan above.

14 Quality Assurance (QA) requirements

The organisation conducting these activities should have an ITER approved QA Program or an ISO 9001 accredited quality system.

The general requirements are detailed in [ITER Procurement Quality Requirements \(ITER_D_22MFG4\)](#).

Prior to commencement of the task, a Quality Plan must be submitted for IO approval giving evidence of the above and describing the organisation for this task; the skill of workers involved in the study; any anticipated sub-contractors; and giving details of who will be the independent checker of the activities (see [Procurement Requirements for Producing a Quality Plan \(ITER_D_22MFMW\)](#)).

Documentation developed as the result of this task shall be retained by the performer of the task or the DA organization for a minimum of 5 years and then may be discarded at the direction of the IO. The use of computer software to perform a safety basis task activity such as analysis and/or modelling, etc. shall be reviewed and approved by the IO prior to its use, in accordance with [Quality Assurance for ITER Safety Codes \(ITER_D_258LKL\)](#).

15 Safety requirements

ITER is a Nuclear Facility identified in France by the number-INB-174 (“Installation Nucléaire de Base”).

For Protection Important Components and in particular Safety Important Class components (SIC), the French Nuclear Regulation must be observed, in application of the Article 14 of the ITER Agreement.

In such case the Suppliers and Subcontractors must be informed that:

- The Order 7th February 2012 applies to all the components important for the protection (PIC) and the activities important for the protection (PIA).
- The compliance with the INB-order must be demonstrated in the chain of external contractors.
- In application of article II.2.5.4 of the Order 7th February 2012, contracted activities for supervision purposes are also subject to a supervision done by the Nuclear Operator.

For the Protection Important Components, structures and systems of the nuclear facility, and Protection Important Activities the contractor shall ensure that a specific management system

is implemented for his own activities and for the activities done by any Supplier and Subcontractor following the requirements of the Order 7th February 2012 [20].