Tool: Management procurement dashboard

Purpose

- To provide procurement practitioners with consolidated and up-to-date information on individual contracts and pending tasks to support good contract management.

Description

A management procurement dashboard provides consolidated and up-to-date information to procurement practitioners on the procurement tenders/contracts they are directly responsible. Information may relate to both the financial and non-financial performance status of procurement packages—both quantitative and qualitative in nature. It may also include information on pending tasks to support good contract management.

Box: Generic content of a management procurement dashboard

**General project information**: project name, project description, total project cost, etc.

**Project management information**: organisational division, project manager and contact details

**Contractor information**: company name and contact details.

**Implementation schedule**: project schedule (payment, deliverables), deviation between aggregated planned and actual project milestones.

Evaluation framework, comments from procurement staff, date/time of last data update, expected future reporting update. Can be applied to overall project, cost dimensions, schedule dimensions, qualitative assessments of contractor performance etc.

**Payment schedule**: expected spending by year, payment, variance from cost information. Information may be coded to give an overall rating of projects, together with information on calculation methodology.

**Project documentation**: contract documents, meeting minutes, audit reports, etc.