

## Online Playbooks

For Chief Procurement Officers and Their Procurement Teams

**Quickly enhance the performance of your team on core processes.** Access the end-to-end critical activity resources you need with the Procurement Strategy Council's Online Playbooks.

**Download, Adapt, and Deploy.** Access to these Playbooks is free with your membership. Visit [www.psc.executiveboard.com](http://www.psc.executiveboard.com) or contact your account manager for more details.

### A New Environment Yields a Multitude of Obstacles

Procurement leaders are faced with an unprecedented challenge. Headcount has been significantly reduced leading to an overstretched, under-skilled, or possibly under-oriented team. Without team members oriented to strategic procurement activities, the gains Procurement achieved in the buyer's market over the past year will quickly disappear.

With these obstacles present, procurement leaders must provide their teams with guidance tools to successfully manage core processes.

### Solutions for Critical Activities Through the Council's Online Playbooks

Our Online Playbooks help you and your team address key steps in a variety of common, but challenging, processes by presenting the best of the Council's tools, templates, and research to guide you through each step of the way. Playbooks are broken down by stage, stakeholders, time frame, and the tools or research aligned with each step. Using a simple, self-guided framework, our Online Playbooks allow you to do the following:

- Save Time
  - Benchmark critical stages of core procurement processes.
  - Map the right set of activities for each phase.
- Enhance the Skills of Your Staff
  - Ensure the correct participants for each step.
  - Familiarize the team with proven tools and templates.
- Drive Consistent Tool Use
  - Equip staff with ready-to-use, vetted toolkits.
  - Support uniform process rollout across the organization.

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**Category Management Playbook**

For driving savings in key spend categories while balancing service, risk, and innovation imperatives

- |  |                                    |  |                        |
|--|------------------------------------|--|------------------------|
| <b>1</b>                               | <b>2</b>                           | <b>3</b>                               | <b>4</b>               |
| Category Prioritization and Assessment | Category Strategy Development Plan | Development and Implementation Results | Tracking and Reporting |

**Example Member Tools**

Business-Centric Evaluation Criteria 	CSR Risk Assessment 	Resource Requirement Project Screen 
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**Strategic Sourcing Playbook**

For improving the efficiency and robustness of the sourcing process to ensure reliable, cost-effective supply

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|------------------------------|------------------------|---------------------------------|--------------------------------------|
| <b>1</b>                     | <b>2</b>               | <b>3</b>                        | <b>4</b>                             |
| Sourcing Strategy Initiation | Supplier Qualification | RFP Distribution and Evaluation | Contract Development and Negotiation |

**Example Member Tools**

Statement of Work Template 	Project Macroplan 	Operational Risk Assessment 
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**Supplier Management Playbook**

For guaranteeing realization of sourcing savings through active management of supplier value

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|--------------------------|---------------------------------|---------------------------------|------------------------|
| <b>1</b>                 | <b>2</b>                        | <b>3</b>                        | <b>4</b>               |
| Supply Base Segmentation | Supplier Performance Assessment | Continuous Supplier Improvement | Supplier Collaboration |

**Example Member Tools**

Supplier Partnership Benefit Assessment 	Supplier Performance Grading Parameters 	Supplier Rating Summary Report 
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**Bankruptcy Response Playbook**

For refining and improving existing distressed supplier response processes

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|--|--|---|
| <p><b>1</b><br/>Assess Risk Exposure and Extent of Response Required</p> | <p><b>2</b><br/>Determine Best Response Strategy</p> | <p><b>3</b><br/>Execute Response Strategy</p> |
|--|--|---|

**Example Member Tools**




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|---|---|--|
| <p>Bankruptcy Threat Diagnostic</p>  | <p>Stop-Gap Cost-Effectiveness Calculator</p>  | <p>Supplier Strategy Mapping</p>  |
|---|---|--|

**Procure-to-Pay Playbook**

For outsourcing P2P processes, improving P2P efficiency, ensuring compliance, and measuring performance in the procure-to-pay process

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|--|--|--|---|
| <p><b>1</b><br/>Assess Need for Outsourcing and Automation</p> | <p><b>2</b><br/>Improve Process Efficiency</p> | <p><b>3</b><br/>Ensure Compliance to Standards</p> | <p><b>4</b><br/>Measure Process Performance</p> |
|--|--|--|---|

**Example Member Tools**

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|---|--|--|
| <p>P2P Business Case Tool</p>  | <p>RFP Generator</p>  | <p>P2P Monthly Performance Dashboard</p>  |
|---|--|--|