



STUDENT FINANCIAL ASSISTANCE SYSTEM ACQUISITION PLANNING POLICY

1.0 Policy Statement on System Acquisition Planning

This document implements the SFA policy on System Acquisition Planning. System Acquisition Planning establishes reasonable plans for performing acquisition activities throughout the acquisition life cycle. System Acquisition Planning includes the steps to plan the acquisition process.

A System Acquisition Plan or appropriate equivalent document shall be documented for each project.

The System Acquisition Plan must contain at a minimum:

- Implementation of and adherence to this policy and any other acquisition related policies
- All of the elements of the System acquisition process
 - System Acquisition Planning
 - Solicitation
 - Requirements Development and Management
 - Project Management
 - Contract Tracking and Oversight
 - Evaluation
 - Transition to Support
- Review processes are followed for resolving issues, facilitating acquisition decisions, and focusing on critical issues such as affordability and risk.
- Responsibility and accountability for acquisition planning are clearly established for each project.
- System acquisition planning documentation is prepared prior to the solicitation activities.
- System acquisition planning documentation is maintained current.
- System acquisition strategy is included in the planning process.
- Responsibility for system acquisition is included in the plans.
- System acquisition planning estimations for the entire acquisition life cycle are developed and independently reviewed.
- Changes to the System acquisition plan are controlled and maintained throughout the system acquisition life cycle.

2.0 Responsibilities

Project Sponsor(s)

- Provide adequate resources and funding for developing, documenting, verifying, maintaining, and tracking the system acquisition planning project plans.
- Provide adequate resources and funding to train personnel in system acquisition planning.

Project Lead(s)

- Verify that acquisition plans are feasible.
- Review and/or perform the activities for system acquisition planning on a periodic and event driven basis.
- Ensure that the acquisition project team follows this policy.
- Ensure that the acquisition team members are trained in managing the aspects of the system acquisition project.

Project Team (The Acquisition Organization)

- Develop the System Acquisition Management Plan or appropriate equivalent.
- Explicitly assign responsibilities for System acquisition activities.
- Participate with other affected groups in overall acquisition project planning throughout the acquisition life.
- Document and track risks associated with the cost, resource, and schedule aspects of the acquisition project.
- Conduct formal reviews to address the accomplishments and results of the system acquisition project at selected project milestones.
- Ensure that measurements of the status of system acquisition planning are made and recorded, including re-planning data and process improvement.

System Acquisition Planning Subgroup

- Define and develop the system acquisition planning processes, procedures and job-aids.
- Review existing system acquisition planning documentation and current commitments regarding the system acquisition processes at SFA.

Authorization Page

This policy was reviewed and approved by:

Signature _____ Date _____

Signature _____ Date _____