



## **PMBOK Process No 40 – Administer Procurements**

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**Process Group:** Monitor and Control

**Knowledge Area:** Procurement Management

**Process #40:** Administer Procurements

**PMBOK V4:** 12.3

Administer Procurements is the process of managing procurement relationships, monitoring contract performance, and making changes and corrections as needed.

### Inputs

- Procurement documents
- Project management plan
- Contract
- Performance reports
- Approved change requests
- Worked performance information

### Tools and Techniques

- Contract change control system
- Procurement performance reviews
- Inspections and audits
- Performance reporting
- Payment systems
- Claims administration
- Records management system

### Outputs

- Procurement documentation
- Organizational process assets updates
- Change requests
- Project management plan updates

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