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COURSE BROCHURE

# Procurement Function Transformation and Maturity Roadmap Training Course

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# Procurement Function Transformation and Maturity Roadmap Training Course

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Procurement Function Transformation is a 1-week training course for heads of procurement, procurement managers and transformation leads, in which participants build a procurement transformation roadmap for their own function. Organisations now expect buying teams to shape supplier innovation, resilience and spend outcomes rather than simply process requisitions. Jupiter Prime Training delivers this course on Procurement Function Transformation.

## Why Procurement Function Transformation Matters Now

Three pressures are reshaping how buying functions are organised. Executive boards want procurement to influence cost, risk and supplier-led innovation before budgets are set; internal customers expect faster, simpler purchasing channels; and digital purchasing platforms are absorbing much of the routine transactional workload. A function that adapts joins early investment decisions; one that does not stays trapped in order processing and is bypassed by budget holders. The course rests on maturity diagnosis, operating model design and benefit tracking practices used across the profession.

## Who Gains Most from Procurement Function Transformation

- Leaders accountable for the structure, headcount and remit of the buying function
- Managers who run category, sourcing or purchasing operations teams through organisational change
- Transformation and improvement leads tasked with redesigning procure-to-pay and sourcing processes
- Business partners who manage relationships between procurement and budget-holding departments
- Capability and talent leads responsible for buyer skills, career paths and role profiles

The greatest gain comes when a procurement leadership team attends together and agrees maturity scores and change sequencing jointly.

## Procurement Function Transformation Capabilities

Participants turn a scored maturity baseline into structural, process and capability changes sponsors can fund.

- Assess current procurement maturity across strategy, process, people, technology and supplier dimensions — executive sponsors
- Design a target operating model choosing between centre-led, centralised and devolved structures — the chief financial officer
- Specify redesigned role profiles and spans of control for category and operational buyers — human resources partners
- Build a stakeholder engagement approach that wins budget-holder support for new buying channels — department heads
- Calculate and track transformation benefits through savings, cost avoidance and cycle-time measures — finance controllers
- Communicate a sequenced change case with milestones, dependencies and quick wins — the leadership board

## Key Procurement Function Transformation Terms

- Procurement maturity assessment — a structured scoring of a buying function's practices against defined levels, revealing capability gaps.
- Target operating model — the intended structure, processes, roles and systems the function will operate under after change.
- Centre-led procurement — a structure where a central team sets category strategy and policy while business units execute purchasing locally.
- Spend under management — the share of external spend actively governed by procurement through contracts, sourcing events or approved channels.
- Benefit tracking — the agreed method of recording, validating and reporting savings, cost avoidance and other value attributed to procurement.
- Guided buying — a purchasing channel steering requesters towards approved catalogues and suppliers, reducing off-contract spend and processing effort.

## Procurement Function Transformation Day by Day

## Day 1: Building the Case for Change

- Spend Cube Analysis — Where Unmanaged Spend Hides Across Units
- Stakeholder Perception Survey — How Budget Holders View Procurement Today
- Maturity Assessment Scorecard — Scoring Strategy, Process, People and Technology
- Peer Function Comparison — Which Practice Gaps Matter Most
- Case for Change Narrative — Securing Executive Sponsorship and Mandate

## Day 2: Choosing the Operating Model

- Centralised, Centre-Led and Devolved Structures — Matching Structure to Spend Profile
- Category Management Organisation — Grouping Spend Into Accountable Portfolios
- Shared Service and Outsourced Buying Options — Deciding What Stays In-House
- Decision Rights Matrix — Who Approves Sourcing, Contracts and Suppliers
- Procurement Policy Redesign — Thresholds and Channels That Reduce Friction

## Day 3: Redesigning Processes and Channels

- Source-to-Pay Process Mapping — Removing Handoffs and Duplicate Approvals
- Guided Buying and Catalogue Channels — Steering Low-Value Requests Away From Buyers
- Digital Purchasing Platform Choices — Sequencing Automation Behind Process Fixes
- Supplier Segmentation Model — Focusing Relationship Effort on Critical Suppliers
- Service Level Agreements With Internal Customers — Setting Response Expectations

## Day 4: Building People and Measuring Benefits

- Buyer Competency Profile — Gaps Between Transactional and Strategic Skills
- Role Profiles and Career Paths — Retaining and Developing Category Talent
- Change Communication Plan — Bringing Buyers and Requesters Through Transition
- Benefit Tracking Method — Agreeing Savings Definitions With Finance
- Procurement Performance Dashboard — Measures Reported to the Leadership Board

## Day 5: Practising the Procurement Transformation Roadmap

- Maturity Gap Prioritisation — Applying Scorecard Results to Select Change Themes
- Operating Model Option Appraisal — Testing Day Two Choices Against Constraints
- Wave Planning and Dependencies — Sequencing Process, Channel and People Changes
- Sponsor Challenge Session — Defending Benefits and Resource Requests
- Procurement Transformation Roadmap — Final Milestones, Owners and Benefit Targets

## Applying Procurement Function Transformation After the Course

- Run the maturity assessment scorecard with your procurement leadership team and present the scored gaps to the executive sponsor.
- Map one source-to-pay process end to end and agree with finance the benefit tracking definitions for its first improvement wave.

## Procurement Function Transformation Questions FAQ

### What is Procurement Function Transformation and why does it matter now?

Procurement Function Transformation is the redesign of a buying function's structure, processes, roles and channels so it delivers value rather than processing orders. It matters now because executives expect procurement to shape cost, risk and supplier innovation early.

### Which roles gain most from Procurement Function Transformation training?

Heads of procurement, procurement managers and transformation leads gain most from Procurement Function Transformation training. Capability leads and business partners also benefit, as they shape role profiles and purchasing channels.

## How does Procurement Function Transformation differ from a strategic sourcing course?

Procurement Function Transformation looks at the whole function rather than individual sourcing events. A strategic sourcing course teaches running a category tender; this course covers how the function is structured, staffed and measured.

## What do you bring back from Procurement Function Transformation training?

You bring back a sequenced roadmap for Procurement Function Transformation in your organisation. It combines a maturity baseline, an operating model choice and agreed benefit measures.

## Procurement Function Transformation: The Way Forward

The procurement transformation roadmap first informs the sponsor's decision on which change wave to fund, and is used by procurement leaders, finance partners and capability leads to coordinate their work. After the first wave, the maturity scorecard is worth rerunning: shifting scores show whether the chosen operating model is working or whether structure and decision rights need another look.