

CPO CHECKLIST

Theme 1 : Strategic Alignment

30 Days

- Meet with C-suite and senior leaders to understand business priorities, pain points, and expectations of procurement.
- Conduct a procurement maturity assessment to identify current strengths, weaknesses, and gaps.
- Map how procurement can directly support company goals—e.g., growth, ESG, innovation, and risk mitigation.

60 Days

- Draft a compelling procurement vision that is tightly aligned with business objectives.
- Present findings and your draft strategy to senior leadership to secure early buy-in.
- Identify where procurement can drive ESG and innovation beyond traditional cost-saving roles.

90 Days

- Finalise and begin executing your strategy with clear timelines and measurable outcomes.
- Establish governance mechanisms and set up regular check-ins with key stakeholders to ensure continued alignment.
- Lay the groundwork for longer-term transformation by embedding procurement in enterprise-wide initiatives.

Theme 2 : Immediate Impact

30 Days

- Run a detailed spend analysis to identify quick-win opportunities such as renegotiations or cost consolidation.
- Align payment terms and clean up fragmented categories to release immediate value.
- Set up a basic crisis response framework to triage operational risks while keeping your focus on strategy.

60 Days

- Launch pilot initiatives (e.g., tail spend clean-up, supplier re-alignment) based on high-impact areas.
- Track, measure, and refine these pilots to prove early value without overcommitting.

90 Days

- Scale the successful pilots across categories or business units.
- Publicise your wins internally with clear evidence of impact.
- Transition your crisis response framework into a formal risk management process owned by your team.

Theme 3 : Talent Management

30 Days

- Use competency matrices to assess individual and team-level capabilities.
- Begin discussions with HR to align on future skills, talent gaps, and hiring or training needs.
- Evaluate whether your current team culture aligns with the values and pace of the business.

60 Days

- Roll out targeted training plans and performance metrics tied to procurement and business goals.
- Collaborate with HR to secure budget and start hiring where needed.

90 Days

- Embed your desired team culture through leadership, recognition, and clear expectations.
- Refine performance measures based on feedback and observed results.
- Take action on underperformance to protect team morale and unlock capacity.

Theme 4 : Engagement & Relationships

30 Days

- Build relationships with high-impact internal stakeholders (especially those linked to top 20% of spend).
- Establish a strong partnership with the CFO to align procurement's role with financial strategy.
- Audit strategic supplier relationships to uncover strengths, weaknesses, and potential value gaps.

60 Days

- Develop tailored engagement plans for key stakeholders, grounded in their priorities and frustrations.
- Launch collaboration initiatives with strategic suppliers, such as co-innovation projects or ESG alignment.

90 Days

- Share measurable procurement contributions with stakeholders to reinforce trust.
- Implement quarterly supplier performance reviews to maintain alignment and unlock ongoing value.
- Institutionalise relationship-building as a core team activity.

CPO CHECKLIST

Theme 5 : Strategic Sourcing

30 Days

- Deploy spend analytics tools to gain visibility into procurement spend and inefficiencies.
- Conduct a sourcing health check to spot bottlenecks, redundancies, and process gaps.
- Engage and align with the finance team on sourcing objectives, including budgeting, approvals, and risk appetite.
- Identify high-value spend categories for early strategic focus (e.g., marketing, logistics, IT).

60 Days

- Lead structured category reviews and set clear sourcing targets (e.g., cost reduction, delivery KPIs).
- Build category strategies that integrate ESG, innovation, and business priorities.
- Collaborate with functional leaders to align sourcing with cross-functional goals.

90 Days

- Launch a formal strategic sourcing program for high-impact categories.
- Report progress with clear performance data to maintain momentum and credibility.
- Embed quarterly reviews to adapt targets, drive continuous improvement, and align investment priorities.

Theme 6 : Governance

30 Days

- Review existing procurement governance frameworks to identify gaps, delays, and risks.
- Collaborate with finance, legal, and operations to prioritise top governance risks.
- Define clear approval workflows and authority levels to avoid decision-making bottlenecks.

60 Days

- Draft revised governance frameworks with targeted risk controls, approval protocols, and policies.
- Begin stakeholder engagement and rollout planning for adoption.
Develop long-term risk mitigation strategies, such as supplier scorecards and workflow automation.

90 Days

- Scale the successful pilots across categories or business units.
- Publicise your wins internally with clear evidence of impact.
- Transition your crisis response framework into a formal risk management process owned by your team.

90 Days and Beyond

- Establish a quarterly roadmap with 3–5 clear priorities, owners, and target dates.
- Review benefits realisation monthly with Finance and share results across the business.
- Continue monthly performance reviews, quarterly supplier QBRs, and regular stakeholder check-ins to keep alignment and remove blockers.
- Update approval limits, workflows, and risk processes each quarter to speed up decision-making.

- Deliver against your capability plan – train, hire, and address underperformance as needed.
- Scale analytics, automation, and AI where they deliver measurable impact.
- Maintain a live supplier innovation pipeline and review it in each QBR.