

Core Teams — Procurement Subject Matter Experts

This document is designed to help agencies select the right person(s) to serve on their core team as procurement subject matter experts. It outlines when the role is active, duties, and estimated time commitment. Core team roles include: project coordinator, business analyst, subject matter experts, and organization administrator.

Active role in Phase 1 and 2

Duties	<ul style="list-style-type: none"> • Participate in data gathering on “As Is” procurement process. • Attend Core Team orientation on OregonBuys, review procurement documents and recommended system use. • Develop agency-specific “To Be” processes and documents to support Requests, Intermediate Procurements, and Agreements / Contracts. • Collect data related to procurement users (approvers, departments/locations, approval types and paths). • Develop agency-specific test scenarios that align with the “To Be” process. • Modify agency documents (if required). • Perform functional testing of “To Be” process.
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Number of representatives needed for this role and estimated time commitment by agency size category:

Large Agency	Medium Agency	Small Agency
5 representatives 10-15 hours/week	2-3 representatives 5-10 hours/week	1-2 representatives 5-10 hours/week