

# **Project Management Plan – BlackRock KY3P Vendor Training Program**

## **1. Project Overview**

The *BlackRock KY3P Vendor Training Program* was designed to train and onboard vendors onto the KY3P platform, ensuring they could seamlessly complete their onboarding while meeting BlackRock's vendor management requirements. As the Project Manager, I represented IHS Markit, delivering structured training sessions, platform demonstrations, and ongoing vendor support from February 18, 2021, to July 30, 2021.

## **2. Project Management Approach**

This project followed a structured approach, ensuring timely training delivery, stakeholder engagement, and continuous monitoring of vendor progress. Key phases included:

- Planning Phase – Defining training structure, scheduling sessions, and aligning with BlackRock's onboarding timelines.
- Execution Phase – Delivering live training sessions, platform demonstrations, and direct vendor support.
- Monitoring & Controlling Phase – Tracking vendor engagement, resolving onboarding challenges, and making necessary adjustments.
- Closure Phase – Collecting feedback, finalising reports, and ensuring project sign-off.

## **3. Project Scope**

The project scope included training and onboarding vendors onto the KY3P platform, focusing on structured training sessions, one-on-one support, and platform walkthroughs.

### **In Scope:**

- Training session development and delivery.
- Live demonstrations of the KY3P platform.
- Direct vendor support for onboarding assistance.
- Tracking vendor participation and engagement.
- Final performance analysis and reporting to BlackRock.

## Out of Scope:

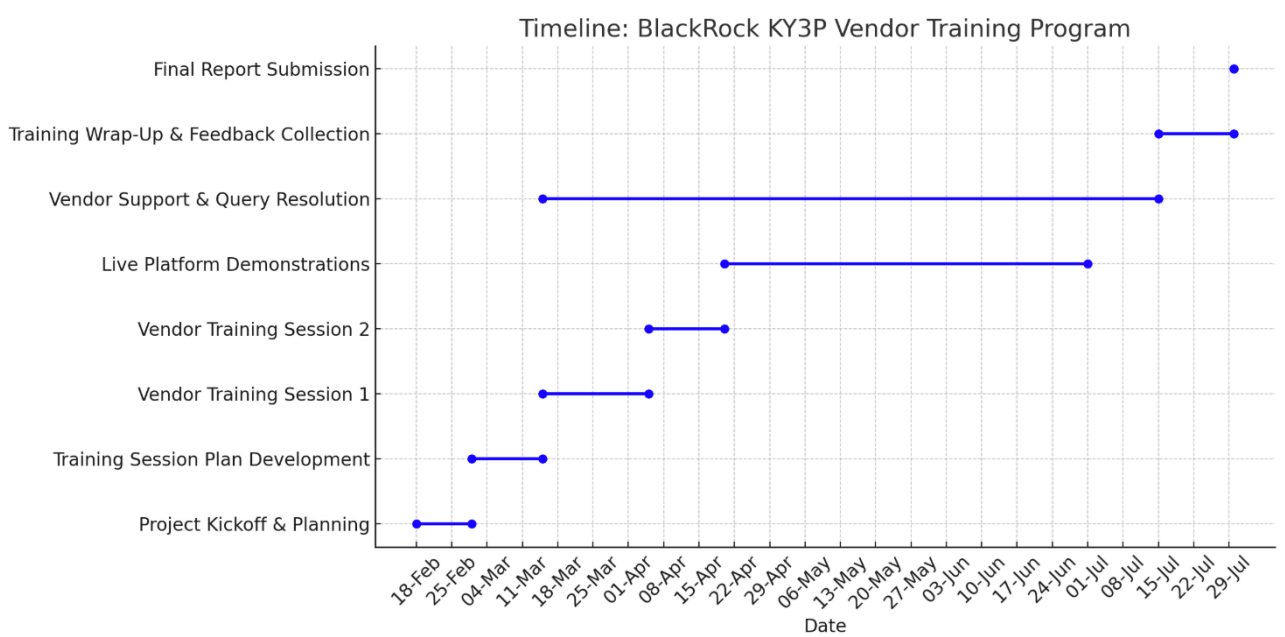
- Platform modifications or updates.
- Vendor selection decisions for BlackRock.
- Contract negotiations or compliance verification.

## 4. Project Schedule & Milestones

Milestone	Completion Date
Training Session Plan Development	March 1, 2021
Vendor Training Session 1	March 15, 2021
Vendor Training Session 2	April 5, 2021
Live Platform Demonstrations	April 20, 2021
Vendor Support & Query Resolution	Ongoing until July 2021
Training Wrap-Up & Feedback Collection	July 15, 2021
Final Report Submission to BlackRock	July 30, 2021

## 5. Gantt Chart

A Gantt Chart visually represents the timeline of key project phases and milestones to ensure structured execution.



## 6. Resource Management Plan

Role	Responsibility
Project Manager	Led execution, training delivery, and stakeholder communication
Training Coordinator	Assisted with scheduling and documentation
BlackRock Stakeholders	Provided platform access and vendor coordination
Technical Support Team	Ensured KY3P platform readiness and troubleshooting

## 7. Risk Management Plan

Risk	Impact	Likelihood	Mitigation Strategy
Vendors struggling with KY3P platform	High	Medium	Provide step-by-step guidance and real-time support
Low attendance in training sessions	High	Medium	Offer multiple training schedules and session recordings
Technical issues during live demonstrations	Medium	Low	Conduct pre-session system checks
Delays in vendor onboarding	Medium	Medium	Implement structured follow-up with vendors

## 8. Communication Management Plan

Stakeholder	Communication Method	Frequency
Project Sponsor (BlackRock)	Status reports via email	Weekly
Training Participants (Vendors)	Training invitations & Q&A sessions	Before & after training
BlackRock Stakeholders	Progress review meetings	Bi-Weekly
Project Team	Internal check-ins	Daily stand-ups

- Weekly status reports tracked vendor training participation and onboarding progress.
- Bi-weekly meetings aligned with BlackRock stakeholders to ensure smooth execution.
- Post-training Q&A sessions ensured vendors had the necessary guidance.

## 9. Quality Management Plan

- Training Effectiveness Evaluation – Vendor engagement and completion rates were monitored.
- Session Feedback Collection – Vendors provided insights for training improvements.
- Live Training Adjustments – Training content was updated based on real-time feedback.

- Final Performance Report – A comprehensive review of training success was submitted to BlackRock.

### **Key Performance Indicators (KPIs):**

- Vendor Participation Rate:  $\geq 80\%$  of vendors attend training.
- Onboarding Completion Rate:  $\geq 90\%$  of vendors successfully onboarded.
- Training Satisfaction Score: 80%+ positive feedback from vendors.
- Support Query Resolution Time:  $\leq 24$  hours response time for vendor queries.

## **10. Project Closure & Handover**

### **Steps to Close the Project:**

1. Final Training Report Submission – Detailed analysis of training performance and vendor feedback.
2. Lessons Learned Documentation – Capturing insights for future vendor training improvements.
3. Final Meeting with BlackRock – Review outcomes and potential enhancements for future onboarding.
4. Formal Project Sign-Off – BlackRock’s approval confirming project success.

## **11. Approval & Authorisation**

<b>Authorized By</b>	<b>Approval</b>
Project Sponsor	BlackRock
Project Manager	Shirsh Kumar