

BlackRock – KY3P Vendor Training Program

Project Title: BlackRock KY3P Vendor Training & Onboarding

Project Sponsor: BlackRock

Project Manager: Shirsh Kumar

Project Start Date: February 18, 2021

Project End Date: July 30, 2021

1. Project Purpose & Justification

The BlackRock KY3P Vendor Training Program was designed to train and onboard vendors onto the KY3P platform, ensuring a seamless experience while maintaining compliance with BlackRock's vendor management requirements. As the Project Manager, I represented IHS Markit, serving as the primary point of contact for training vendors, guiding them through the onboarding process, and ensuring smooth platform adoption.

This project aimed to:

- Educate vendors on the KY3P platform's functionalities.
- Streamline vendor onboarding through structured training sessions.
- Enhance vendor adoption rates by minimising onboarding challenges.
- Support BlackRock in vendor selection through a structured training process.

2. Project Objectives & Success Criteria

Project Objectives:

1. Develop and deliver structured training sessions to vendors.
2. Ensure seamless vendor onboarding onto the KY3P platform.
3. Act as the primary liaison between BlackRock, vendors, and IHS Markit.
4. Provide ongoing support to vendors throughout the onboarding process.
5. Improve platform adoption rates by simplifying training and addressing vendor concerns.

Success Criteria:

- High training participation rate among vendors.
- Efficient vendor onboarding process with minimal roadblocks.

- Positive feedback from vendors on training effectiveness.
- Increased platform adoption rates post-training.

3. High-Level Scope

In Scope:

- Development and delivery of training sessions for vendors.
- One-on-one and group training sessions based on vendor needs.
- Live platform demonstrations to enhance vendor understanding.
- Providing support and resolving vendor queries during onboarding.
- Collaboration with BlackRock stakeholders to improve the training process.

Out of Scope:

- Making changes to KY3P platform functionalities.
- Handling BlackRock's internal vendor selection process.
- Managing contract negotiations between BlackRock and vendors.

4. Major Deliverables & Milestones

Deliverable	Milestone	Completion Date
Training Session Plan Development	Phase 1	March 1, 2021
Vendor Training Session 1	Phase 2	March 15, 2021
Vendor Training Session 2	Phase 3	April 5, 2021
Live Platform Demonstrations	Phase 4	April 20, 2021
Vendor Support & Query Resolution	Phase 5	Ongoing until July 2021
Training Wrap-Up & Feedback Collection	Phase 6	July 15, 2021
Final Report Submission to BlackRock	Phase 7	July 30, 2021

5. High-Level Risks & Mitigation Strategies

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	Schedule multiple sessions for flexibility
Delays in vendor onboarding	Medium	Medium	Establish a structured follow-up plan for vendors
Technical issues during live demos	Medium	Low	Conduct pre-session system checks

6. Project Constraints & Assumptions

Project Constraints:

- Training must be aligned with BlackRock's vendor onboarding timelines.
- Vendors must complete onboarding within the expected timeframe.
- Live demonstrations must be conducted using BlackRock-approved tools.

Project Assumptions:

- Vendors will be willing to participate in training.
- BlackRock will provide necessary access to KY3P for vendors.
- Training sessions will be recorded and used for future reference.

7. Formal Closure Process

Steps to Close the Project:

1. Training Completion Report – Summarise vendor attendance, engagement, and feedback.
2. Performance Review – Analyse vendor onboarding success rates.
3. Final Meeting with BlackRock – Discuss outcomes and potential improvements.
4. Lessons Learned Documentation – Capture insights for future training programs.
5. Formal Project Sign-Off – Confirm project success and archive documentation.

8. Approval & Authorisation

Authorized By	Approval
Project Sponsor	BlackRock
Project Manager	Shirsh Kumar