

Project Scope Statement – 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 a seamless experience while meeting BlackRock's vendor management requirements. As the Project Manager, I represented IHS Markit, acting as the primary liaison to train vendors, guide them through onboarding, and address their queries for a smooth adoption of the KY3P platform.

2. Project Scope Description

This project focused on conducting structured training sessions to help vendors understand the KY3P platform, its functionalities, and the onboarding process. Training sessions included live platform demonstrations, one-on-one guidance, and group training sessions, ensuring that vendors could successfully complete their onboarding. The project also involved ongoing support, where vendors could seek assistance in resolving queries during their onboarding journey.

3. Key Deliverables

- Training Session Plan Development – A structured plan outlining training content and methodology.
- One-on-One and Group Training Sessions – Vendor-specific training sessions based on their needs.
- Live Platform Demonstrations – Step-by-step walkthroughs of the KY3P platform.
- Vendor Support & Query Resolution – Continuous assistance throughout onboarding.
- Training Completion & Feedback Collection – Gathering insights from vendors to improve future training programs.
- Final Report Submission to BlackRock – A summary of training performance and outcomes.

4. In-Scope Activities

- Developing and delivering structured training sessions tailored for vendors.
- Live platform demonstrations to familiarise vendors with the KY3P system.
- Providing direct support to vendors to resolve onboarding challenges.
- Tracking vendor participation and engagement during training.
- Compiling vendor feedback to assess training effectiveness.
- Submitting a final project report to BlackRock.

5. Out-of-Scope Activities

- Modifications or updates to the KY3P platform.
- Decision-making on vendor selection for BlackRock.
- Handling contract negotiations between vendors and BlackRock.
- Technical troubleshooting beyond training-related queries.

6. Project Constraints

- Training sessions must align with BlackRock's vendor onboarding deadlines.
- Vendors must be available to attend scheduled training sessions.
- Training content must be consistent with KY3P platform guidelines.
- Live demonstrations must be conducted using BlackRock-approved tools.

7. Assumptions

- Vendors will actively participate in training and complete the onboarding process.
- BlackRock will provide necessary platform access and resources for training.
- Training sessions will be recorded and used for future vendor onboarding.
- Vendors will require ongoing support beyond training sessions to ensure a smooth transition.