**MUNICIPALITY REGISTRATION**

**67% Completed**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| 1. **MUNICIPALITY NAME & CONTACT DETAILS** *Figure 1*
 |
|  **Municipality Name\*** |  |
| **E-Mail Address\*** |  |
| **Contact Number\*** |  |
| **FAX Number\*** |  |
| **Indicator\*** |

|  |  |  |
| --- | --- | --- |
|  |  |  |

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| 1. **MUNICIPALITY ADDRESS**  *Figure 2*
 |
|  **Street Name\*** |  |
| **Town / City\*** |  |
| **Province\*** |  |
| **Municipal Code\*** |  |
| **GPS Coordinates\*** |  |

 |

1. **ADD 3 X COORDINATORS\*** *Figure 3*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Surname** | **Position** | **Contact** | **E-Mail** |
|  |  |  |  |  |

1. **ADD PROJECT MANAGER\*** *Figure 4*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Surname** | **Position** | **Contact** | **E-Mail** |
|  |  |  |  |  |



1. **UPLOAD LEGAL DOCUMENTATION** *Figure 5*

|  |  |  |
| --- | --- | --- |
|  | **Document uploaded** | **Date** |
| Council resolution\* |  |  |
| Memorandum of Agreement\* |  |  |

1. **UPLOAD FINANCE DOCUMENTATION** *Figure 6*

|  |  |  |
| --- | --- | --- |
|  | **Document uploaded** | **Date** |
| Envelope\* |  |  |
| Current year Gazette\* |  |  |

**SAVE**

**EDIT**

*Figure 8 Figure 9*

 **MAP** *Figure 7*

**MUNICIPALITY FUNCTIONALITY TABLE (Data)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIGURE**  | **FUNCTIONALITY**  | **WORKFLOW**  | **BUSINESS RULES** | **MILESTONES**  |
| 1. MUNICIPALITY NAME & CONTACT DETAILS *Figure 1*
 | Data to be captured into fields and saved to Database  | None  | Force fields must be completed  | Registration of Muni |
| 2. MUNICIPALITY ADDRESS *Figure 2* | Data to be captured into fields and saved to Database  | None  | Force fields must be completed  | Registration of Muni |
| 1. ADD 3 X COORDINATORS\* *Figure 3*
 | 3 x Coordinators details to be captured into the fields and saved into the database  | None | Force fields must be completed  | Registration of Muni |
| 1. ADD PROJECT MANAGER\* *Figure 4*
 | Project manager details to be captured into the fields and saved into the database  | Project Manager to be notified on the allocation via e-mail  | Force fields must be completed  | Registration of Muni |
| 1. UPLOAD LEGAL DOCUMENTATION *Figure 5*
 | Documentation to be uploaded into the file plan  | Project Manager to be notified on the upload of legal documentation via e-mail  | Force fields must be completed  | Registration of Muni |
| 1. UPLOAD FINANCE DOCUMENTATION Figure 6
 | Documentation to be uploaded into the file plan | Project Manager to be notified on the upload of financial documentation via e-mail | Force fields must be completed  | Registration of Muni |
| 1. MAP *Figure 7*
 | Google map to be provided indicating the area  | None  | None  | None  |
| 1. SAVE Button *Figure 8*
 | Save all data and documentation captured into the database or file plan. | Project Manager to be notified on the registration information complete  | None  | None  |
| 1. EDIT Button *Figure 9*
 | Municipality information can be edited  | Project Manager to be notified on the registration information edited and saved  | None  | None  |