**PRECINCT WORKPLAN**

**67% Completed**

**Note: Work plan and cash flow must be split into 2 tabs**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | 1. **MUNICIPALITY** | |  | | | **Municipality Name\*** |  | **Precinct Name\*** |  | |

1. **UPLOAD PRECINCT DOCUMENTATION**

|  |  |  |
| --- | --- | --- |
|  | **Document uploaded** | **Date** |
| Precinct Status Quo Report\* |  |  |
| Documentation (Minutes) |  |  |

1. **PRECINCT DATA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Item** | **Status**  **(Drop down – Accepted)** | **Comments** |
| **Population** |  |  |  |
| **Earnings per capital** |  |  |  |
| **Primary township** |  |  |  |
| **Collins to provide** |  |  |  |

1. **DELEVRABLES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Item** | **Status**  **(Drop down – Accepted)** | **Comments** |
| **Access and Movement Framework** |  |  |  |
| **Land use Framework** |  |  |  |
| **Investment planning** |  |  |  |
| **Collins to Provide** |  |  |  |

1. **PRECINCT PROJECTS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Project Name** | **Project Description** | **Estimated Professional Fees** | **Estimated cost of works** | **Total** | **Funder** | **Status**  **(Drop down – Accepted)** | **Comments** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **PRECINCT PLAN REVIEW (Checklist for approvals)**

|  |  |  |
| --- | --- | --- |
| **Category** | **Status** | **Comments** |
| **Collins to provide** | **Collins to provide** | **Collins to provide** |

1. **PRECINCT PLAN APPROVAL**

**Approval:** Project ManagerUrban Planning Director, Chief Director

**Letter of No Objection must be uploaded by the Project Manager**

**Name (automatically populate on approval or rejection)**

**Date of review**

**Recommendation**

**Signed**

**Accepted / Rejected / In progress (Tick box + Comments)**

**Print**

**SAVE**

**EDIT**

*Figure 8 Figure 9*

Workplan tab end-

**TAB 2**

**67% Completed**

|  |  |
| --- | --- |
| 1. **MUNICIPALITY** *Figure 1* | |
| **Urban Network Name\*** | **Drop down** |
| **Financial Year\*** |  |

|  |  |  |
| --- | --- | --- |
|  | **Original Gazette** | **Adjusted Gazette** |
| Technical Assistance\* |  |  |

1. **Workplan Cash flow Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Milestone number**  **Input box** | **Description**  **Input box** | **Payment to**  **Dropdown Box** | **Start date**  **Date selector** | **End date**  **Date selector** | **Expected payment month Date selector** | **Amount**  **Input box** |
|  | 1 | Milestone description | Service provider name | Date | Date | Date | Amount Numeric |
|  |  |  |  |  |  |  |  |

**Print**

**SAVE**

**EDIT**

**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 |