**PROFESSIONAL SERVICE PROVIDER (PSP)**

**67% Completed**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Muni name** **(Drop down)** | **Service Provider Name** **(input)** | **Contract Start** **(Date selector)** | **Contract End** **(Date selector)** | **Contract ceiling amount** **(input)** |

1. **UPLOAD SERVICE PROVIDER DOCUMENTATION** *Figure 5*

|  |  |  |
| --- | --- | --- |
|  | **Document uploaded** | **Date** |
| Service Provider Contract \* |  |  |
| TAX Clearance  |  |  |
| Other  |  |  |

**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  |