**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 |