|  **DEPARTMENT: URBAN DESIGN - PROGRAMME MANAGEMENT** | **PROCESS NAME: 1.3 IDENTIFYING THE URBAN NETWORK ELEMENTS** | **PROCESS NUMBER: NDP – PI – 03 - 003** | **REVISION: 0** |
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| **PROCESS STEP** | **INFO INPUT** | **DETAILED DESCRIPTION** | **INFO OUTPUT** | **CONTROL** | **SUPPORT REQUIRED** | **KNOWLEDGE REQUIRED** | **SYSTEMS / INFO FILE REQUIRED** | **ACT / REG / STANDARD REQUIREMENTS** | **CONSTRAINT / IMPROVEMENT** |
| **SYSTEM**  | **FILE**  |
| Activity 1**Municipal Co-ordinator**Identify Urban Network elements | * Output of ENGAGE 2 (Guidelines & Tools)
* NDP Guidance Note
 | * Municipal Co-ordinator ensure that the Urban Network Identification Map and Map Description Table are completed
 | * Urban Network Identification Map
* Map Description Table
 | * Documents completed in accordance with NDP guidelines
* Urban Network Identification Map, Map Description Table, Urban Network Phasing Plan on MIS aligned to the file plan.
 | * NDP Project Manager
 | * MS Suite
* MIS Training
* NDP Guidance Note
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources)
 | Map description table can be a MIS document + register urban hub and linked to pipeline report on approval.Automation Required in MIS for submissions and response from NDP |
| Activity 2**Project Manager**Acknowledgment Receipt | * Urban Network Identification Map
* Map Description Table
* Urban Network Phasing Plan
 | * Acknowledgement of Receipt (MIS) submitted to the Municipal Co-ordinator.
 | * Acknowledgement of Receipt (E-Mail) to the Municipal Co-ordinator.
 | * Acknowledgement of Receipt (MIS) to the Municipal Co-ordinator on MIS aligned to the file plan.
 | * Municipal Co-ordinator
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
 | Tracking of communication through MIS |
| Activity 3**Project Manager**Conduct Meeting Preparation | * Presentation template
* Agenda Template
* Minutes Template
* *What about NDP Tools and guiding documents ( presentation pack )*
 | * Using the NDP Presentation Template, compile presentation content.
* Table presentation content and format with Chief Director, Project Director and Strategy Specialist for input and understanding
 | * NDP presentation.
 | * NDP presentation with Project Director input arranged through MIS
 | * Chief Director
* Project Director
* Strategy Specialist
 | * MS Suite
* MIS Training
* Planning
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
* ISO 9001:2008 (7.2 Customer-related processes)
 | Standard Template required on MIS  |
| Activity 4**Project Director, Chief Director & Strategy Specialist & Project Manager**Conduct meeting | * Presentation template
* Agenda Template
* Minutes Template
 | * Meeting conducted
* Capture minutes with items and agreed actions
 | * Minutes compiled
* Attendance Register signed
 | * Minutes (Approved by Chief Director) and attendance registers on MIS aligned to the file plan.
 | * Municipality team
 | * MS Suite
* Presentation Skills
* NDP Strategy
* NDP Tools and guiding documents
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
* ISO 9001:2008 (7.2 Customer-related processes)
 | NDP Toolkit with interaction built in |
| Activity 5**Project Manager**Initiate meeting with the Municipal Co-ordinator | * Minutes on MIS
 | * If there are changes required, the NDP Project Manager holds a meeting with the Municipal Co-ordinator on changes required
 | * Initiate meeting with the Municipal Co-ordinator
 | * Captured minutes on MIS aligned to the file plan.
 | * Municipality team
 | * MS Suite
* MIS Training
* Change Control process
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
 | Change control methodology built into the NDP Toolkit |
| Activity 6**Project Manager**Compile Change Request | * Change Request template on MIS
 | * Facilitate the request Change Request using the Change Request template and process to record the agreed changes
 | * Completed change Request
 | * Completed change Request aligned to the outcome of the minutes on MIS aligned to the file plan.
 | * Municipal Co-ordinator
 | * MS Suite
* MIS Training
* Change Control process
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
* ISO 9001:2008 (7.3.7 Changes)
 | Change control methodology built into the NDP Toolkit |
| Activity 7**Project Manager**Compile Letter of'No Objection' | * Letter of 'No Objection” automatically generated of MIS
 | * Using the Letter of 'No Objection” template, compile Letter of 'No Objection”
 | * Letter of 'No Objection” submitted to the Municipal Coordinator
 | * Draft Letter of 'No Objection” aligned to the minutes and on MIS aligned to the file plan.
 | * Chief Director
* Project Director
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
 | Delegation of Authority document must be compiled for meetings and minutes approval |