| **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 | |