|  **DEPARTMENT: PROGRAMME MANAGEMENT** | **PROCESS NAME: 2.2 URBAN NETWORK ORDER COSTING** | **PROCESS NUMBER: NDP – NP – 03 - 002** | **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**Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator**Do Costing & Update the Urban Network | * Urban Network Phasing Plan reviewed and commented on by the NDP Project Manager
* NDP MIS notification
 | * Using the Urban Network Phasing Plan, undertake the costing and update the Urban Network Phasing Plan.
* Upload the updated Urban Network Phasing Plan into the MIS
 | * Updated Urban Network Phasing Plan with costing included
 | * Costing included into the updated Urban Network Phasing Plan and on MIS aligned to the file plan
 | * None
 | * Urban Network Phasing Plan costing
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
 | Automatic notification of submitted documents  |
| Activity 2**Project Manager**Review Updated Urban Network Phasing Plan2.2.2   | * Updated Urban Network Phasing Plan with costing on MIS
* NDP MIS notification
 | * Review the Updated Urban Network Phasing Plan with costing to identify any areas of clarification that may be required
* If any areas of clarification are identified, note them for loading them into the MIS
 | * Urban Network Phasing Plan reviewed with acceptance or areas of clarification are identified and noted
 | * MIS Updated
 | * None
 | * Urban Network Phasing Plan costing
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources)
 | What is used to review the submitted Updated Urban Network Phasing Plan againstAutomatic notification of submitted documents  |
| Activity 3**Project Manager**Compile a Change Request | * Reviewed Urban Network Phasing Plan reviewed with areas of clarification are identified and noted
* NDP MIS notification
 | * Load areas of clarification into the MIS for submission to the Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator
 | * Areas of clarification loaded into the MIS
 | * Areas of clarification submitted to the Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator
 | * Professional Service Provider (Technical Advisor )
* Municipal Co-ordinator
 | * Urban Network Phasing Plan costing
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources)
 | MIS to automatically generate the requested changes and send to the Municipal Co-ordinator / PSP (TA) |
| Activity 4**Project Manager**Compile a Letter of Acceptance | * Reviewed Urban Network Phasing Plan
 | * Using the MIS, accept the reviewed Urban Network Phasing Plan to automatically generate the Letter of Acceptance.
* Once Letter of Acceptance on the MIS has been viewed and content is correct, submit to the Chief Director for review and acceptance through the MIS
 | * Letter of Acceptance automatically initiated and sent through the MIS
 | * Sent Status indicated via the MIS
 | * None
 | * Urban Network Phasing Plan costing
* 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 (5.5.1 Responsibility & authority)
 | MIS to automatically generate the Letter of Acceptance once the Project Manager has accepted the Urban Network Phasing Plan |
| Activity 5**Chief Director**Review & Sign the Letter of Acceptance | * Letter of Acceptance from the Project Manager automatically received through the MIS
 | * Review the “Letter of Acceptance” on MIS and release through the MIS
* If any areas of clarification are identified, note them for loading them into the MIS and submitted back to the Project Manager
 | * Letter of Acceptance automatically approved on the MIS
 | * Sent Status back to the Project Manager indicated via the MIS
 | * Project Manager
 | * Urban Network Phasing Plan costing
* 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 (5.5.1 Responsibility & authority)
 | Automatic notification of submitted documents The review and approval can be done through the MIS approval |
| Activity 6**Project Manager**Issue a copy of the Letter of Acceptance & file original  | * Letter of Acceptance automatically approved on the MIS
 | * Project Manager receive Approved “Letter of Acceptance” “through MIS.
* Forward Approved “Letter of Acceptance” to the Municipal Co-ordinator through MIS
* Approved “Letter of Acceptance” automatically filed in the Project File through MIS
 | * Approved “Letter of Acceptance” issued to the Municipal Co-ordinator through MIS
* Approved “Letter of Acceptance” filed in the Project File through MIS
 | * Sent Status to the Municipal Co-ordinator indicated via the MIS
* Approved “Letter of Acceptance” filed according to the NDP File Plan
 | * Chief Director
 | * MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
 | Automatic notification of submitted documents Once the Project Manager has received notification through the MIS that the Chief Director has approved it, the Letter should be able to be automatically issued to the Municipal Co-ordinator"Signed Letter "needs to be automatically filed according to the agreed NDP File Plan |