| **DEPARTMENT: Programme Management** | | | | **PROCESS NAME: : 3.2 Conduct Precinct Conceptual Planning** | | | | **PROCESS NUMBER: NDP – PP – 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**  Establish Precinct Phasing and Costing Plan | * “Letter of Acceptance” * Final Design Plan * Draft precinct Phasing and Costing Plan Guideline * NDP MIS notification | * The Municipal Co-ordinator , with support from the Professional Service Provider (Technical Advisor ) , compile the Draft Precinct Phasing and Costing Plan. * Upload the Draft Precinct Phasing and Costing Plan into the MIS and submit to the Project Manager | * Updated Draft Precinct Phasing and Costing Plan uploaded into the MIS and submitted to the Project Manager | | * Sent Status indicated via the MIS | * Project Manager to acknowledge receipt | * MIS Training | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (7.3 Design and development) * ISO 9001:2008 (4.2.4 Control of records) | Documentation can be uploaded and submitted via MIS  Automatic notification of submitted documents  All received document to be automatically filed according to the agreed NDP File Plan |
| Activity 2  **Project Manager, Project Director & Chief Director**  Conduct a Technical Evaluation and Comment | * Updated Draft Precinct Phasing and Costing Plan uploaded into the MIS and submitted to the Project Manager | * Technical Evaluation Conducted on the Draft Precinct Phasing and Costing Plan | * Draft Precinct Phasing and Costing Plan submitted to the Task Team for evaluation | | * Draft Precinct Phasing and Costing Plan on MIS aligned to the file plan | * Professional Service Provider (TA) * Municipal Coordinator | * MIS Training * Technical Evaluation of the Draft Precinct Phasing and Costing Plan | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | NEED A GUIDELINE ON WHAT Draft precinct Phasing , and Costing Plan is |
| Activity 3  **Task Team**  Evaluate Draft precinct Phasing and Costing Plan  and Comment | * Draft Precinct Phasing and Costing Plan uploaded into the MIS | * Draft Precinct Phasing and Costing Plan evaluated and comments captured | * Draft Precinct Phasing and Costing Plan submitted to the PSP & Municipal Coordinator for update | | * Draft Precinct Phasing and Costing Plan, Minutes on MIS aligned to the file plan | * Professional Service Provider (TA) * Municipal Coordinator | * MIS Training * Technical Evaluation of the Draft Precinct Phasing and Costing Plan | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None |
| Activity 4  **Technical Advisor & Municipal Co-ordinator**  Update Precinct Phasing and Costing Plan as per the comments | * Comments & Minutes on MIS | * Draft Precinct Phasing and Costing Plan updated | * Updated Draft Precinct Phasing and Costing Plan aligned to the minutes | | * Updated Draft Precinct Phasing and Costing Plan on MIS aligned to the file plan | * Project Manager | * MIS Training | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None |
| Activity 5  **Project Manager, Project Director & Chief Director**  Conduct an Evaluation and | * Draft Precinct Phasing and Costing Plan uploaded into the MIS | * Draft Precinct Phasing and Costing Plan evaluated | * Evaluation conduced and accepted | | * Draft Precinct Phasing and Costing Plan updates aligned to the comments and minutes | * Professional Service Provider (TA) * Municipal Coordinator | * MIS Training | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) |
| Activity 6  **Project Manager**  Raise a Change Request | * Draft Precinct Phasing and Costing Plan uploaded into the MIS not accepted / not aligned to the minutes and comments submitted | * 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 (TA) * Municipal Coordinator | * 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) | None |
| Activity 7  **Chief Director**  Approve Final Acceptance Letter | * Approved Precinct Phasing and Costing Plan uploaded into the MIS | * MIS generated acceptance letter evaluated and approved | * Acceptance letter submitted to the Municipal Coordinator | | * Acceptance letter on MIS aligned to the file plan | * Professional Service Provider (TA) * Municipal Coordinator | * MIS Training | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None |
| Activity 8  **Technical Advisor & Municipal Co-ordinator**  Conduct a Feasibility Study and prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects  3.2.2 | * Acceptance Letter on MIS | * Feasibility study conducted and Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects compiled on MIS | * Feasibility study conducted and Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects compiled | | * Feasibility study conducted and Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects compiled on MIS | * Project Manager | * MIS Training | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None |
| Activity 9  **Project Manager, Project Director & Chief Director**  Conduct a Technical Evaluation and Comment | * Feasibility study conducted and Draft Feasibility Study & prioritisation on MIS * Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects on MIS * Approved Precinct Phasing and Costing Plan | * Technical Evaluation Conducted on the Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects | * Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects evaluated | | * Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects aligned to the requirements of the Approved Precinct Phasing and Costing Plan | * Professional Service Provider (TA) * Municipal Coordinator | * MIS Training * Technical Evaluation of the Draft Precinct Phasing and Costing Plan | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None |
| Activity 10  **PSP (TA) & Municipal Co-ordinator**  Update Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects  as per the comments | * Comments received via MIS | * Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects updated | * Updated and submitted Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects | | * Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects updated and aligned to the comments | * Project Manager | * MIS Training | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None |
| Activity 11  **Project Manager, Planning Director**  Evaluate against comments issued | * Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects updated on MIS | * Evaluation of the Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects against the comments submitted | * Evaluation conducted and accepted | | * Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects aligned to the comments | * Professional Service Provider (TA) * Municipal Coordinator | * MIS Training | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None |
| Activity 12  **Project Manager**  Raise a Change Request | * Draft Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects not aligned to the comments | * 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 (TA) * Municipal Coordinator | * 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) | None |
| Activity 13  **Chief Director**  Approve Final Acceptance Letter | * Approved Feasibility Study & prioritisation + Draft Sub Precinct Concept Plans & Tabled of Prioritised Projects | * MIS generated acceptance letter evaluated and approved | * Acceptance letter submitted to the Municipal Coordinator | | * Acceptance letter on MIS aligned to the file plan | * Professional Service Provider (TA) * Municipal Coordinator | * MIS Training | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None |
| Activity 25  **PSP (TA) & Municipal Co-ordinator**  COMPLETE FINAL PRECINCT CONCEPT PLAN | * Accepted Precinct Design Plan * Approved Precinct Phasing and Costing Plan on MIS * Approved Feasibility Study & prioritisation on MIS * Approved Sub Precinct Concept Plans & Tabled of Prioritised Projects on MIS | * Compiled Precinct Plan | * Precinct plan compiled and submitted | | * Precinct Plan compiled using the approved inputs and on file | * Project Manager | * MIS Training | | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None |