|  **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 MISAutomatic 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 Planand 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 Projects3.2.2  | * 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 Projectsas 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  |