|  **DEPARTMENT: PROGRAMME MANAGEMENT** | **PROCESS NAME: : 3.3 LISTING AND PRIORITISING OF NDP PROJECTS** | **PROCESS NUMBER: NDP – PP – 03 - 003** | **REVISION: 0** |
| --- | --- | --- | --- |
| **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**Project Manager**Identify and compile NDP PRECINCT PROJECTS and submit for approval3.3.1  | * Approved PRECINCT CONCEPT PLAN on MIS
* NDP MIS notification
* NDP Project Table list template
 | * Using the Approved Precinct Concept Plan, identify NDP projects
* Using the NDP Project Table list templates, capture the listed NDP projects
* Upload into MIS
 | * Listed NDP projects
 | * Sent Status indicated via the MIS
 | * None
 | * Identification of NDP projects
* MIS Training
 | MIS (SharePoint)  | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (5.4 Quality planning)
* ISO 9001:2008 (6.1 Provision of Resources)
* 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 |