| **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 approval  3.3.1 | * 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 MIS  Automatic notification of submitted documents  All received document to be automatically filed according to the agreed NDP File Plan |