| **DEPARTMENT: Programme Management** | | | **PROCESS NAME:** | | | **PROCESS NUMBER:** | | | **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** |
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|  |  |  |  |  |  | * MS Suite * Resource planning capabilities | Microsoft | **Hard Copy**  **Electronic Copy**  I : Drive / Projects / Municipality/ general | * ISO 9001:2008 (6.1 Provision of Resources) |  |
|  |  |  |  |  |  | * MS Suite * Drafting of reports and letters | Microsoft | **Hard Copy**  **Electronic Copy**  I : Drive / Legal / Municipality/ Letters | * ISO 9001:2008 (4.2.4 Control of records) |  |
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