| **DEPARTMENT: PROGRAMME IMPLEMENTATION** | | | **PROCESS NAME: 4.1 INCEPTION STAGE 1** | | | **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** |
| Activity 1  **Municipal Co-ordinator and PSP**  Start with Procurement process | * Completed Precinct Plan | * Select where the municipality appoints the Professional Service Provider or if the municipality select the resources off the NDP Panel | * Appointment of a Professional Service Providers method identified | * Appointed Professional Service Provider | * NDP Project Manager for guidance only | * MS Suite * Compilation of Terms of Reference Professional Service Provider (PSP ) Guidelines * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * None | * None - external to NDP | |
| Activity 2  **Municipal Co-ordinator**  Add municipal information and start procurement | * Terms of Reverence on MIS * Professional Service Provider (PSP ) Guidelines on MIS * Completed Precinct Plan | * Municipal Co-ordinator include municipal information for consultant appointment in line with PSP guidelines (external to NDP process). * Start procurement | * Municipal information included. * Procurement started | * Municipal information included into (PSP ) Guidelines | * NDP Project Manager for guidance only | * MS Suite * Compilation of Terms of Reference Professional Service Provider (PSP ) Guidelines * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * None | * None - external to NDP | |
| Activity 3  **Municipal Co-ordinator**  Issue a Service Level Agreement | * Service Level Agreement template * Selected Service Provider | * Municipal Co-ordinator issue Service Level Agreement and Letter of Appointment to appointed Consultant on MIS * Communicate consultant appointments to NDP Project Manager via MIS | * SLA compiled and issued to appointed Consultant * Letter of Appointment issued to appointed Consultant * SLA and Letter of Appointment communicated to NDP Project Manager via MIS | * Service Level Agreement and Letter communicated via MIS and filed aligned to the file plan | * NDP Project Manager * Appointed Consultant | * MS Suite * Compilation of Service Level Agreement and Letter of Appointment * MIS training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * None | * None - external to NDP | |
| Activity 4  **Project Manager**  Schedule a Briefing Session with the Consultant | * Service Level Agreement * Letter of Appointment * Briefing Session template | * NDP Project Manager Communicate required briefing session date and agenda with the consultant (via MIS to the Municipal Co-ordinator) * Look at NDP project Director availability and compile meeting request | * Scheduled a Briefing Session with the Consultant | * Meeting Request sent via MIS | * Project Director * Consultant * Municipal Co-ordinator | * MS Suite * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | * None | |
| Activity 5  **Professional Service Provider (CG)**  Establish Scope of Work and Preliminary Project Execution Plan (or Project Brief )  ASSUMPTION : CG (PSP) Consultant appointed prior to 4.1 | * Appointed Professional Service Provider * Completed Precinct Plan | * Compiled scope of work and project execution plan (Preliminary Project Execution Plan | * Preliminary Project Execution Plan submitted for evaluation | * Preliminary Project Execution Plan aligned to the Precinct Plan | * Municipal Coordinator | * MS Suite | None | **Hard Copy**  **Electronic Copy** | * ISO 9001:2008 (4.2.4 Control of records) | * None | |
| Activity 6  **Municipal Co-ordinator** Check plan against Precinct Concept Plan | * Preliminary Project Execution Plan * Precinct Plan | * Preliminary Project Execution Plan evaluated against the Precinct Plan and approved | * Approved Preliminary Project Execution Plan | * Preliminary Project Execution Plan uploaded into MIS and filed aligned to the file plan | * Professional Service Provider (CG) * Project Manager | * MS Suite * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | Provide template to municipal coordinator to speed-up the review process | |
| Activity 7  **Project Manager, Implementation Director**  Receive Preliminary Project Execution Plan and Review. Comments sent to Municipal Co-ordinator and PSP | * Preliminary Project Execution Plan on MIS * Precinct Plan on MIS | * Preliminary Project Execution Plan evaluated against the Precinct Plan and comments compiled | * Commented Preliminary Project Execution Plan | * Preliminary Project Execution Plan on MIS and filed aligned to the file plan | * Professional Service Provider (CG) | * MS Suite * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | * None | |
| Activity 8  **Municipal Co-ordinator and / or Professional Service Provider (CG)**  Update as per comments and submit | * Preliminary Project Execution Plan comments on MIS | * Preliminary Project Execution Plan comments incorporated into the document | * Updated Preliminary Project Execution Plan | * Updated Preliminary Project Execution Plan aligned to the comments and on MIS and filed aligned to the file plan | * Project Manager | * MS Suite * Compilation of Presentation (Power Point) * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | * None | |
| Activity 9  **Project Manager, Implementation Director**  Receive updated Preliminary Project Execution Plan | * Preliminary Project Execution Plan update on MIS | * Preliminary Project Execution Plan update evaluated and accepted | * Accepted Preliminary Project Execution Plan | * Accepted Preliminary Project Execution Plan on MIS and filed aligned to the file plan | * Professional Service Provider (CG) | * MS Suite * Presentation Skills * NDP Strategy * NDP Tools and guiding documents * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | * None | |