|  **DEPARTMENT: PROGRAMME IMPLEMENTATION** | **PROCESS NAME: 4.1 INCEPTION STAGE 1** | **PROCESS NUMBER:**  | **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**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
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