| **DEPARTMENT: PROGRAMME IMPLEMENTATION** | | | **PROCESS NAME: 4.3 DESIGN DEVELOPMENT - STAGE 3 (DETAIL DESIGN)** | | | **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 CGC**  Conduct Design Development | * Project Concept Baseline on MIS | * Design and development conducted   Includes :   * Detail Design * Provisional Bill of Quantities * Baseline 2 * Costing * - Cash Flow | * Project Tender baseline compiled and submitted for approval | * Project Tender baseline aligned to the Project Concept Baseline and on MIS | * Project Manager | * MS Suite. * Internet usage * Research capabilities * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None | |
| Activity 2  **Implementation Director, Specialist Finance & Chief Director**  Review Against the Project Concept Baseline | * Project Concept Baseline on MIS * Project Tender Baseline on MIS | * Project Tender Baseline evaluated against the Project Concept Baseline on MIS | * Accepted Project Tender Baseline | * Project Tender Baseline aligned to the accepted Project Concept Baseline | * Project Manager | * MIS Training * Minutes keeping | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None | |
| Activity 3  **Project Manager**  Raise a Change request | * Project Tender Baseline on MIS not accepted | * Load areas of clarification into the MIS for submission to the Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator | * Areas of clarification loaded into the MIS | * Areas of clarification submitted to the Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator | * Professional Service Provider (TA) * Municipal Coordinator | * Urban Network Phasing Plan costing * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) | None | |