|  **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  |