| **DEPARTMENT: : PROGRAMME MANAGEMENT** | | | **PROCESS NAME: 1.2 ESTABLISH WORK PLAN** | | | **PROCESS NUMBER: NDP – PI – 03 - 002** | | | **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**  Draft Work Plan | * Work Plan Template off the MIS | * Draft the required Work Plan using the NDP Work Plan template on MIS | * Draft Work Plan compiled | * Current NDP Draft Work Plan template used on MIS | * NDP Project Manage | * MS Suite * Completion of the NDP Draft Work Plan template | * MIS | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) * ISO 9001:2008 4.2.3 Document control procedure | * Online Requirements Work Plan to be submitted in MIS using form in MIS | |
| Activity 2  **Project Manager**  Review draft work plan internally and add comments | * Draft Work Plan from Municipal Co-ordinator on MIS * NDP Work Plan Assessment tool on MIS | * Review the Draft Work Plan from Municipal Co-ordinator using the NDP Work Plan Assessment tool on MIS * Update the Draft Work Plan from Municipal Co-ordinator with comments ( if required ) and submit to Municipal Co-ordinator | * Draft Work Plan (Comments ) submitted to Municipal Co-ordinator | * Updated Draft Work Plan on MIS aligned to the file plan | * Municipal Co-ordinator | * MS Suite * MIS Training * Use of NDP Work Plan Assessment tool | * MIS | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | * Can notification of approvals back to Municipality be done through MIS . * NDP Toolkit with “How To” interaction built in | |
| Activity 3  **Municipal Co-ordinator**  Review and Amend | * Draft Work Plan (Comments) received on MIS | * Update in accordance with NDP Project Manager comments and submit to NDP Project Manager | * Work Plan (amended) and re- submitted | * Draft Work Plan (amended) on MIS and filed aligned to the file plan | * NDP Project Manager | * MS Suite * MIS Training * Completion of the NDP Draft Work Plan template | * MIS | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | * NDP Toolkit with “How To” interaction built in | |
| Activity 4  **Project Director & Project Manager**  Review and Approve the Work Plan | * Work Plan (amended) on MIS * Draft Work Plan (Comments) on MIS * NDP Work Plan Assessment tool on MIS | * Review amended Work Plan (amended) to ensure updates have been included. * Approved Work Plan | * Final Approved Work Plan * Letter of Acceptance automatically generated by MIS on the approval of the Work Plan | * Work Plan (amended) and approved on MIS and filed aligned to the file plan * Letter of acceptance submitted to the Municipal Coordinator | * Municipal Co-ordinator | * MS Suite * MIS Training * Use of NDP Work Plan Assessment tool | * MIS | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) | * Acceptance Letter Required? * Workplan must be revision controlled | |