|  **DEPARTMENT: : PROGRAMME MANAGEMENT** | **PROCESS NAME: 1.2 ESTABLISH WORK PLAN** | **PROCESS NUMBER: NDP – PI – 03 - 002** | **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**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
 |