| **DEPARTMENT: PROGRAMME MANAGEMENT** | | | **PROCESS NAME: 1.5 APPOINT CONSULTANT(S) & FINALISE WORK PLAN & FUNDING** | | | **PROCESS NUMBER: NDP – PI – 03 - 005** | | | **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  **Project Manager**  Compile Terms of Reference and Professional Service Provider (PSP ) Guidelines | * Memorandum of Agreement on MIS * Work Plan on MIS * Professional Service Provider (PSP ) Guidelines template on MIS | * Using the Professional Service Provider (PSP ) Guidelines template , compile the PSP | * Professional Service Provider (PSP ) Guidelines * Terms of Reference | * Completed, filed and issued PSP on MIS aligned to the file plan | * Municipal Co-ordinator | * MS Suite * Compilation of Terms of Reference * Compilation of Terms of Reference Professional Service Provider (PSP ) Guidelines * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records) * ISO 9001:2008 (7.4.1 Supplier evaluation) | * Supplier / Service Provider Criteria to be supplied | |
| Activity 2  **Municipal Co-ordinator**  Add municipal information and start procurement | * Terms of Reverence on MIS * Professional Service Provider (PSP ) Guidelines on MIS | * 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 & Project Director**  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  **Municipal Co-ordinator**  Arrange the Briefing Session | * Meeting Request sent MIS | * Arrange meeting with consultant. * Communicate date and time with consultant and NDP Project Manager via MIS | * Acknowledgement of Receipt (MIS) with agreed dates | * Acknowledgement of Receipt from Municipality Co-ordinator on MIS and filed aligned to the file plan | * NDP Project Director / Manager * Consultant | * MS Suite * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * None | * None - external to NDP | |
| Activity 6  **Project Manager & Project Director**  Prepare and Chair the Briefing Session | * Acknowledgement of Receipt (MIS) with agreed dates * Guidance Pack on MIS * Agenda template on MIS * Minutes template on MIS | * NDP Project Manager prepare for briefing session. * Table with NDP Project Director for input | * Minutes compiled * Attendance Register signed * Briefing session implemented | * Minutes and attendance register on MIS aligned to the file plan | * Project Director | * 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 7  **Professional Service Provider (PSP)**  Review & Update the Work Plan including cash flow | * Minutes on MIS * Work plan on MIS | * Where required, update the Work Plan on MIS. * Include Funding Approval Letter and Cash Flow (from Grant Finance process ) | * Updated Work Plan on mIS * Funding Approval Letter on MIS * Cash Flow on MIS | * Updated Work Plan on MIS aligned to the file plan * Funding Approval Letter on MIS aligned to the file plan * Cash Flow on MIS aligned to the file plan | * NDP Grant Finance * Project Manager | * MS Suite * Work Plan content input and change * 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**  Co-ordinate the update of the Work Plan | * Non approval of Work Plan on MIS * Funding Approval Letter on MIS * Cash Flow on MIS | * Where changes are required after the Project Manager, Project Director, Financial Director and Chief Director have reviewed the Work Plan, the Municipal Co-ordinator arranges for the updates and forwards them back to the Project Manager. (External to NDP process). | * Co-ordinate the update of the Work Plan | * Updated Work Plan on MIS | * Municipal Co-ordinator * Consultant | * MS Suite * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * None | * None - external to NDP | |
| Activity 9  **Project Manager, Project Director, Financial Director & Chief Director**  Review & Approve | * Internal Routing Document * Work Plan including Cash flow on MIS | * Review and approve the final Work Plan and cash flow | * Approved work plan and cash flow | * Approved Work Plan and cash flow on MIS aligned to the file plan | * Availability of NDP team for review and approval | * 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 | |