| **DEPARTMENT: PROGRAMME MANAGEMENT** | | | **PROCESS NAME: 2.1 CONDUCT URBAN NETWORK PHASING** | | | **PROCESS NUMBER: NDP – NP – 03 - 001** | | | **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**  Network Planning Commence | * Approved Work Plan * Urban Network Phasing Plan TEMPLATES containing : * Urban network Identification Network Map * Map Description Table 1.3.2 * Guidelines for Network Planning * Access to NDP MIS | * Network Planning Commence | * Urban Network phasing | * Professional Service Provider (TA ) appointed | * Professional Service Provider (TA ) | * 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 2  **Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator**  Populate the Urban Network Phasing Plan Template (Map) | * Approved Work Plan * Urban Network Phasing Plan TEMPLATES containing : * Urban network Identification Network Map * Map Description Table 1.3.2 * Guidelines for Network Planning * Access to NDP MIS | * Populate the Urban Network Phasing Plan Template (Map) on MIS | * Urban Network Phasing Plan 2.1.1 (1) | * Urban Network Phasing Plan accurately and completed in line with the Approved Work Plan and Phasing Plan Templates on MIS | * None | * Completion of a Urban Network Phasing Plan * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) * ISO 9001:2008 (4.2.4 Control of records) * ISO 9001:2008 (7.2 Customer-related processes) | None | |
| Activity 3  **Project Manager**  Review & Comment | * Urban Network Phasing Plan 2.1.1 (1) on MIS | * Review & Comment using the Approved Work Plan and Phasing Plan Templates that were issued to the Municipal Co-ordinator | * Urban Network Phasing Plan comments on MIS | * Urban Network Phasing Plan comments aligned to the Approved Work Plan and Phasing Plan Templates and on MIS aligned to the file plan | * Professional Service Provider (TA ) * Municipal Co-ordinator | * Completion of a Urban Network Phasing Plan * MIS training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources) * ISO 9001:2008 (4.2.4 Control of records) * ISO 9001:2008 (7.2 Customer-related processes) | None | |