|  **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  |