|  **DEPARTMENT: PROGRAMME MANAGEMENT** | **PROCESS NAME: 3.1 CONDUCT PRECINCT DESIGN PLANNING** | **PROCESS NUMBER: NDP – PP – 03 - 001** | **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**Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator**Conduct Precinct & Sub Precinct Planning | * Urban Network Phasing Plan
* Toolkit (Urban Hub Design)
 | * The Municipal Co-ordinator , with support from the Professional Service Provider (Technical Advisor ) , conduct Precinct and Sub-Precinct Planning
 | * Precinct and Sub-Precinct Planning formally completed
 | * None
 | * NDP with regards to the Toolkit (Urban Hub Design)
 | * Understanding of the Toolkit (Urban Hub Design)
* Precinct and Sub-Precinct Planning
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (5.4 Quality planning)
* ISO 9001:2008 (6.1 Provision of Resources)
* ISO 9001:2008 (7.3 Design and development)
 | Automatic notification of submitted documents  |
| Activity 2**Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator**Conduct Precinct Studies | * Precinct and Sub-Precinct Planning formally completed
 | * The Municipal Co-ordinator , with support from the Professional Service Provider (Technical Advisor ) , conduct Precinct Studies
* Compile Precinct Status Quo Report
* Upload and forward Precinct Status Quo Report to the Project Manager using the MIS
 | * Precinct Status Quo Report 3.1.1(1)
 | * Sent Status indicated via the MIS
 | * Project Manager to acknowledge receipt
 | * Understanding of the Toolkit (Urban Hub Design)
* Precinct and Sub-Precinct Planning
* Precinct Status Quo Report compilation
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (7.3 Design and development)
* ISO 9001:2008 (4.2.4 Control of records)
 | Automatic notification of submitted documents  |
| Activity 3**Project Manager**Conduct a Compliance Check | * Precinct Status Quo Report 3.1.1(1)
* Compliance Checklist of Precinct Status Quo Report **( still needs to be developed )**
 | * Open the submitted Precinct Status Quo Report on MIS and undertake a compliance check
* If acceptable, accept the Precinct Status Quo Report through the MIS
* If any areas of clarification are identified, note them for loading them into the MIS
 | * Precinct Status Quo Report reviewed with acceptance or areas of clarification are identified and noted
 | * MIS Updated
 | * None
 | * Precinct Status Quo Report Use of the NDP MIS
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 ((7.3 Design and development - 7.3.5 Verification)
* ISO 9001:2008 (4.2.4 Control of records)
 | Can the Compliance Checklist used for the Precinct Status Quo Report be set as fields / tick boxes on the MISAutomatic notification of submitted documents  |
| Activity 4**Project Manager**Raise a Change Request | * Precinct Status Quo Report reviewed with acceptance or areas of clarification are identified and noted
* NDP MIS notification
 | * If unacceptable, load areas of clarification into the MIS for submission to the Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator
 | * Areas of clarification loaded into the MIS
 | * Areas of clarification submitted to the Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator
 | * Professional Service Provider (Technical Advisor )
* Municipal Co-ordinator
 | * Precinct Status Quo Report
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 ((7.3 Design and development - 7.3.7 Changes)
* ISO 9001:2008 (4.2.4 Control of records)
* ISO 9001:2008 (8.5.2 Corrective action)
 | MIS to automatically generate the requested changes and send to the Municipal Co-ordinator / PSP (TA) |
| Activity 5**Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator**Develop Design Guidelines | * Precinct Status Quo Report reviewed with acceptance
* NDP MIS notification
 | * The Municipal Co-ordinator , with support from the Professional Service Provider (Technical Advisor ) , develop Design Guidelines
* Draft Precinct Design Plan 3.1.3(1 that contains :
* Precinct Design Framework 3.1.2(1)
* Design Guidelines 3.1.2(2)
* Precinct Status QUO Report 3.1.1(1)
* Upload Draft Precinct Design Plan into the MIS and submit to the Project Manager
* Conduct informal consultations with the Project Manager and compile minutes (Municipal Co-ordinator responsibility ) and Submit copy of minutes to Project Manager through MIS
 | * Draft Precinct Design Plan upload into the MIS and submitted to the Project Manager
* Minutes of Informal consultations with the Project Manager captured and distributed
 | * Sent Status indicated via the MIS
 | * Project Manager to acknowledge receipt
 | * Draft Precinct Design Plan
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (7.3 Design and development)
* ISO 9001:2008 (4.2.4 Control of records)
 | Documentation can be uploaded and submitted via MISAutomatic notification of submitted documents All received document to be automatically filed according to the agreed NDP File Plan |
| Activity 6**Project Manager**Conduct an Informal Consultation | * Draft Precinct Design Plan upload into the MIS and submitted to the Project Manager
 | * Informal consultation conducted with the Professional Service Provider and Municipal coordinator
 | * Informal consultation minutes compiled
 | * Minutes on MIS aligned to the file plan
 | * Municipal Coordinator
 | * MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (7.3 Design and development)
* ISO 9001:2008 (4.2.4 Control of records)
 | All received document to be automatically filed according to the agreed NDP File Plan  |
| Activity 7**Project Manager, Planning Director, Chief Director+ Coordinator**Conduct a Technical Evaluation and Comment | * Draft Precinct Design Plan received for evaluation
* Minutes template
* Evaluation Checklist for the Draft Precinct Design Plan **( still needs to be developed )**
 | * The Project Manager facilitates the technical evaluation of the Draft Precinct Design Plan with input from the Project Director and Chief Director.
* Using the Evaluation Checklist for the Draft Precinct Design Plan, the formal evaluation is captured into minutes.
* The minutes are compiled and uploaded into the MIS
 | * Draft Precinct Design Plan evaluation minutes compiled with supporting checklist
 | * Sent Status indicated via the MIS
* Evaluation Checklist for the Draft Precinct Design Plan completed and available on MIS
 | * Project Director
* Chief Director.
 | * Draft Precinct Design Plan evaluation
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (7.3 Design and development)
* ISO 9001:2008 (4.2.4 Control of records)
 | Documentation can be uploaded and submitted via MISAutomatic notification of submitted documents All received document to be automatically filed according to the agreed NDP File Plan |
| Activity 8**Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator**Update Draft Precinct Design Plan as per the comments | * Draft Precinct Design Plan evaluation minutes
* NDP MIS notification
 | * Using the received Draft Precinct Design Plan evaluation minutes, the Municipal Co-0rdinator with support from the Professional Service Provider (Technical Advisor ) , update the Draft Precinct Design.
* The updated Draft Precinct Design is then uploaded into the MIS and sent to the Project Manager
 | * Updated Draft Precinct Design Plan
 | * Sent Status indicated via the MIS
 | * Project Manager to acknowledge receipt
 | * Draft Precinct Design Plan
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (7.3 Design and development)
* ISO 9001:2008 (4.2.4 Control of records)
 | Documentation can be uploaded and submitted via MISAutomatic notification of submitted documents All received document to be automatically filed according to the agreed NDP File Plan |
| Activity 9**Project Manager and Project Director** Conduct a Technical Evaluation and Comment | * Updated Draft Precinct Design Plan received for evaluation
* Minutes template
* Letter of Acceptance template
 | * The Project Manager facilitates the technical evaluation of the Updated Draft Precinct Design Plan with input from the Project Director.
* The minutes are compiled and uploaded into the MIS
* If changes are identified, the Project Manager captures these into the MIS and releases them to the Municipal Co-ordinator for action
* Is accepted, the Project Manager raises a “Letter of Acceptance” off the MIS, the Draft Precinct Design Plan is indicated as “Final” and forwarded to the Chief Director for sign off of the Acceptance Letter
 | * If changes are required – Updated Draft Precinct Design Plan changes identified
* If Accepted - “Letter of Acceptance” raised on MIS and Draft Precinct Design Plan is indicated as “Final”
 | * Sent Status indicated via the MIS
 | * Chief Director
* Municipal Co-ordinator.
 | * Draft Precinct Design Plan evaluation
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (7.3 Design and development)
* ISO 9001:2008 (4.2.4 Control of records)
 | Letter of Acceptance ( can this be raised directly off MIS on acceptance of Updated Draft Precinct Design Plan )Documentation can be uploaded and submitted via MISAutomatic notification of submitted documents All issued document to be automatically filed according to the agreed NDP File Plan |
| Activity 10**Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator**Update Draft Precinct Design Plan as per the comments  | * Updated Draft Precinct Design Plan changes identified
* NDP MIS notification
 | * The Municipal Co-ordinator , with support from the Professional Service Provider (Technical Advisor ) , update Draft Precinct Design Plan in line with the comments received
* Upload the updated Draft Precinct Design Plan into the MIS and submit to the Project Manager
 | * Updated Draft Precinct Design Plan uploaded into the MIS and submitted to the Project Manager
 | * Sent Status indicated via the MIS
 | * Project Manager to acknowledge receipt
 | * Draft Precinct Design Plan
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (7.3 Design and development)
* ISO 9001:2008 (4.2.4 Control of records)
 | Documentation can be uploaded and submitted via MISAutomatic notification of submitted documents All received document to be automatically filed according to the agreed NDP File Plan |
| Activity 11**Chief Director**Sign Final Approval Letter | * Letter of Acceptance from the Project Manager automatically received through the MIS
 | * Review the “Letter of Acceptance” on MIS and release through the MIS
* If any areas of clarification are identified, note them for loading them into the MIS and submitted back to the Project Manager
 | * Letter of Acceptance automatically approved on the MIS
 | * Sent Status back to the Project Manager indicated via the MIS
 | * Project Manager
 | * Draft Precinct Design Plan
* 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 (5.5.1 Responsibility & authority)
 | Automatic notification of submitted documents The review and approval can be done through the MIS approval |