| **DEPARTMENT: PROGRAMME MANAGEMENT** | | | | **PROCESS NAME: 3.1 CONDUCT PRECINCT DESIGN PLANNING** | | | | **PROCESS NUMBER: NDP – PP – 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  **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 MIS  Automatic 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 MIS  Automatic 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 MIS  Automatic 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 MIS  Automatic 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 MIS  Automatic 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 MIS  Automatic 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 |