|  **DEPARTMENT: PROGRAMME IMPLEMENTATION** | **PROCESS NAME: 4.2 Concept Viability - Stage 2 (Preliminary Design)** | **PROCESS NUMBER:**  | **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 and PSP**Undertake Preliminary Design | * Preliminary Project Execution Plan on MIS
 | * Preliminary design conducted and a Project Concept compiled on MIS

Includes :* Preliminary Bill of Quantities
* Investigations
* Study Reports
* Preliminary Design
* Baseline Costing
* Cash Flow
 | * Project Concept on MIS submitted for benchmarking
 | * Project Concept on MIS and filed aligned to the file plan
 | * Project Manager
 | * MS Suite.
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources)
 | None  |
| Activity 2**Project Manager** Complete the Benchmarking tool  | * Project Concept on MIS
 | * Project Concept evaluated by completing the Benchmarking tool on MIS
 | * Project Concept Baseline compiled
 | * Project Concept Baseline on MIS and filed aligned to the file plan
 | * Municipal Co-ordinator and PSP (CG)
 | * MS Suite.
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources)
 | None  |
| Activity 3**Project Manager & Implementation Director** Review against the Preliminary Project Execution Plan  | * Project Concept Baseline
 | * Project Concept Baseline on MIS evaluated against the Preliminary Project Execution Plan
 | * Project Concept Baseline accepted
 | * Project Concept Baseline aligned to the Preliminary Project Execution Plan
 | * Municipal Co-ordinator and PSP (CG)
* Project Manager
 | * MS Suite.
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources)
 | None  |
| Activity 4**Project Manager**Raise a Change request  | * Project Concept Baseline not accepted
 | * Load areas of clarification into the MIS for submission to the Professional Service Provider (CG) & Municipal Co-ordinator
 | * Areas of clarification loaded into the MIS
 | * Areas of clarification submitted to the Professional Service Provider (Technical Advisor ) & Municipal Co-ordinator
 | * Municipal Co-ordinator and PSP (CG)
 | * Urban Network Phasing Plan costing
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources)
 | None  |
| Activity 5**Project Manager** Capture into MIS | * Project Concept Baseline accepted
 | * Project Concept Baseline captured into MIS
 | * Project Concept Baseline on MIS
 | * Project Concept Baseline on MIS and filed aligned to the file plan
 | * Implementation Director
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources)
 | None  |
| Activity 6**Project Manager** Update the project portfolio on MIS(This is a risk as the cash flow must be approved before uploading) | * Project Concept Baseline on MIS
 | * Project portfolio updated on MIS
 | * Project portfolio updated on MIS
 | * Project portfolio updated on MIS and filed aligned to the file plan
 | * Implementation Director
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (6.1 Provision of Resources)
 | None  |