| **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 | |