|  **DEPARTMENT: PROGRAMME IMPLEMENTATION** | **PROCESS NAME: 4.5 CONTRACT ADMINISTRATION & INSPECTION STAGE 5 (CONSTRUCTION)** | **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 CGC**Initiate Construction and issue Progress reports (Photos and Engineering Report ) | * Project Construction Baseline on MIS
* Construction Continue
 | * Construction initiated and progress reports issued via MIS
 | * Progress report compiled
 | * Progress report on MIS and filled aligned to the file plan
 | * Project Manager
 | * MS Suite.
* MIS Training
* Reporting
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS |  | Criteria for site visits must be defined, agreed and implemented  |
| Activity 2**Project Manager**Evaluate reports  | * Progress Reports
 | * Progress Reports evaluated
 | * Evaluated Progress Reports and accepted
 | * Evaluated Progress Reports on MIS and filled aligned to the file plan
 | * Municipal Co-ordinator
* Professional Service Provider (CG)
 | * MIS Training
* Minutes keeping
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS |  | This process must be moved to the M&E cycle  |
| Activity 3**Municipal Co-ordinator and CGC**Issue the final Certificate and upload into MIS | * Construction Completed (Practical Completion)
 | * Construction site evaluated and final certificate compiled
 | * Final certificate compiled issued to the project Manager
 | * Final certificate on MIS and filled aligned to the file plan
 | * Project Manager
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS |  | None  |
| Activity 4**Municipality**Confirm Final construction and professional costing and upload into MIS  | * Construction Completed (Practical Completion)
 | * Final Construction confirmed
* professional costing uploaded into MIS
 | * Construction confirmed and accepted
 | * Professional Costing on MIS and filled aligned to the file plan
 | * Project Manager
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS |  | None  |
| Activity 5**Project Manager**Acknowledge completion of construction  | * Final certificate on MIS
* Professional costing on MIS
 | * Acknowledgement of completion of construction conducted
 | * Acknowledgement compiled
 | * Acknowledgement on MIS and filled aligned to the file plan
 | * Municipal Co-ordinator
* Professional Service Provider (CG)
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS |  | None  |