| **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 | |