| **DEPARTMENT: PROGRAMME IMPLEMENTATION** | | | **PROCESS NAME: 4.6 CLOSEOUT - STAGE 6** | | | **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  **Municipality**  Confirm completion | * Final certificate on MIS * Professional costing on MIS | * Completion confirmed | * Completion confirmed | * Completion confirmed on MIS | * Project Manager | * MS Suite. * Internet usage * Research capabilities * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS |  | This process must be moved to the M&E cycle | |
| Activity 2  **Project Manager, Implementation Director & Chief Director**  Conduct closeout on MIS | * Final certificate on MIS * Professional costing on MIS | * Close out conducted on MIS | * MIS Updated | * MIS Updated and all information uploaded and complete aligned to the filing plan | * Municipal coordinator | * MIS Training * Minutes keeping | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS |  | MIS automatically to update the project portfolio | |
| Activity 3  **Strategy & Knowledge Director**  Compile case studies and upload onto WEB | * Close out conducted on MIS | * Case studies compiled | * Case studies submitted to Risk Management improvement process | * Case studies on MIS aligned to the filing plan * Case studies uploaded into the Web site | * Risk Manager | * MS Suite * Resource planning capabilities * MIS Training | MIS (SharePoint) | **Hard Copy**  **Electronic Copy**  As per file Plan on MIS |  | None | |