|  **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  |