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**Partial Approach Planning**



**GAUTENG SCHOOLS INFRASTRUCTURE PROGRAMME**

**29 AUGUST 2011**

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Expectations:

- Quality Accreditation of methodologies
- Maintenance considerations
- Downstream alterations
- Eradication of Space Backlogs
- Ability of alternative systems to be multi-storey
- Ensuring community participation and acceptance through social facilitation
- Cost effectiveness: Alternative Methods vs Conventional systems
- Energy efficiency considerations
- Life spans of technologies
- Promotion of new technologies
- Land provisions and access (ownership)
- Vandal Proofing of Technologies
- Integrated Government Services Hubs
- Review current school layouts
- Alternative methods versatility to existing layouts
- Programme management structure will ensure minimised risks
- Roles and Responsibilities
- Integration of milestone dates
- Verify 21 September 2011: Premier announcement DID/GDE
- Authorisation and fast tracked funds transfer

- Access to facilities
- Risks are managed
- Tranches on time
- Co-operation of Public Works
- DID/GDE Regional Staff buy-in
- IDT reporting on time
- Availability of all specifications from DID/GDE
- IDT to design Programme Communiqué from DID/GDE staff
- Integrity of information and comprehensive
- Availability of Bulk Services

## 7. PROCESS FOR SCOPE CHANGE

- a) Identify the change – by IDT or Client
- b) Motivate the change – party that has identified the change
- c) Acceptance of change – Delegated officials of IDT and DID/GDE
- d) Addendum to the agreement – Both parties
- e) Implementation of the change – IDT



## 8. DEPENDENCIES

- Legislation and regulations (e.g. EIA, Geotechnical reports, Municipal Compliance)
- Land availability and acquisition processes
- Appointment of IDT as Programme Implementation Agent and signed agreement
- Project Instruction from DID to IDT

## 9. QUALITY

- Building regulations
- SABS standards, SANS 204 and SANS 0400



- OHSACT and Construction Regulations
- PFMA
- Compliance to DID/GDE Specifications

### 10. RESOURCE PLAN

RESPONSIBILITY MATRIX																												
	DA	DC	DM	DP	DR	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG								
Programme Authority: GDE																			A	R	C	C	I	I	I			
Progr. Agreement Management	I				I	R	C	A	I	C	C	C	A	I	R	I	I	I	C	I	C	A	C	R	I	I		
Identification of Projects	I	I	I	C	R	C	A	I	I	C	A	I	R	C	I	I	I	I	C	C	C	A	R	C	C			
Programme Roadmap	I			C	R	A	C	C	I	I	C	C	A	C	R	C	C	I	I	I	C	C	I	A	R	C	C	
Implementation Planning	I			C	R	A	C	C	I	I	C	I	C	I	A	R	C	C	C	I	I	I	I	C	A	I	R	
Implementation	I			C	R	A	C	C	I	I	C	I	C	A	I	R	I	I	I	I	I	I	I	A	R	I	C	
Technical M & E	I			C	R	A	C	C	I	I	C	I	A	I	C	I	R	C	I	I	I	I	I	C	A	I	R	
Construction Monitoring	I			C	R	A	C	C	I	I	C	I	A	I	C	I	R	C	I	I	I	I	I	I	C	A	I	R
Information Management	I			C	R	A	C	C	I	I	C	I	A	I	C	I	R	C	I	I	I	I	I	I	C	A	I	R
Reports Management	I			C	R	A	C	C	I	I	C	I	A	I	C	I	R	C	I	I	I	I	I	I	C	A	I	R
Quality Management	I			C	R	A	C	C	I	I	C	I	A	I	C	I	R	R	I	I	I	I	I	I	C	A	I	R

  

Legend	RESPONSIBLE
R	ARCHIVE FOR JUSTICE
A	ACCOUNTABLE
C	TO BE CONSULTED
I	TO BE INFORMED
DA	
DC	
DM	
DP	
DR	
DS	
DT	
DU	
DV	
DW	
DX	
DY	
DZ	
EA	
EB	
EC	
ED	
EE	
EF	
EG	

### 11. PROCUREMENT PLAN

As per IDT SCM policy

12. COMMUNICATION PLAN (To be elaborated at Detail Planning Session)

**MEETINGS**

<u>Forum</u>	<u>Frequency</u>	<u>Level</u>	<u>Purpose</u>	<u>Stakeholders</u>
Programme Steering Committee (PSC)	Quarterly	1	Programme on	
Programme Management Team (PMT)	Monthly	2	Programme Operations	

**REPORTS**

- Financial report by the 3<sup>rd</sup> of the month
  - Expenditure for that month
  - Overall Cashflow
  - Regional Programme / Project expenditure
- Detailed Monthly/Quarterly Reports by IDT to Programme Management Office - By 15<sup>th</sup> of each month (or prior working day)
  - Executive Summary
  - Actual Physical Progress against Plan
  - Cash Flow Projections
  - Financial Reconciliation of project expenditure, bank reconciliation
  - Challenges / Issues / Exceptions
  - Strategic issues
  - Recommendations
  - KPA's and KPI's
  - Conclusion



## RULES

- All communication to be written (emails, faxes and hardcopies).
- All verbal communication to be confirmed in writing.
- All decisions should be formally communicated (minutes, site instructions by appointed professional, hardcopy on Letterheads)
- Communication Strategy to be developed by DID/GDE .
- All media communication by DID/GDE .

## **13. RISK PLAN**

The following risks will be planned for:-

- Actions by disgruntled communities not selected to participate in the programme
- *force majeure*
- Premature exit by participants in the programme
- Fraud and corruption
- Misdirection and inappropriate targeting
- Non Timeous delivery of inputs
- Inflation negatively influencing the programme
- Delays in administration
- Changes in legislation
- Litigation
- Non-performing contractors or professional
- Non-availability of materials
- Divulging of security information



- Labour unrest / strikes
- Non-participation of DPW
- Re-prioritisation / Changes in mandate
- Escapes by Inmates
- Trafficking or smuggling in unauthorised / prohibited goods
- Damages to existing works
- Staffing of control rooms
- Cooperation and follow through by stakeholders
- Availability of resources from the DID/GDE and the IDT
- Adherence to timelines
- Availability of funds
- Buy-in by communities
- Availability of sites and services
- Availability of material

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#### 14. CLOSURE REQUIREMENTS



This closure process is generic and will be customised at detail planning stage.

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<p>Practical Completion</p>	<ul style="list-style-type: none"> <li>• Warranties</li> <li>• Maintenance and operation documents</li> <li>• Training</li> <li>• Building fit for occupation</li> <li>• Snag lists to reach final completion</li> <li>• Certificates of Compliance</li> <li>• Practical completion certificate</li> </ul>
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Final  
Completion

- Report on Actual vs Planned
- Project File to DID/GDE (as per checklist)
- Close out Report
  - 1) Introduction
  - 2) Scope of Work
  - 3) Variation
  - 4) Completed Work
  - 5) Financial Aspects
  - 6) Challenges
  - 7) Resolutions
  - 8) Recommendations/lessons learnt
  - 9) Conclusion

