



Annexure D: Project Plan Framework

PROPOSED HIGH-LEVEL PROJECT PLAN FOR ILEMBE DISTRICT MUNICIPALITY		Completed Yes/No	Planned Start date	Planned Due date	Extension Date	Completed Date	% Completed	Responsible Official	Comments
<b>Initial Preparation and Awareness</b>									
Read the regulations, project documents, position papers and ICF documents and costing manual	Yes	09-May-16	01-Jul-16	01/08/2016		31/08/2016	5	Project team	We have been attending the training that we
Review of current chart, mSCOA tables	No	09-May-16	01-Jul-16	01/08/2016		31/08/2016	5	Project team	
Review mSCOA circulars	Yes	09-May-16	01-Jul-16	01/08/2016		31/08/2016	5	Project team	
Review the guidance provided in the Project Summary Document at the end of each of its sections	No	09-May-16	01-Jul-16	01/08/2016		31/08/2016	5	Project team	
Awareness workshops (Demystify mSCOA Council awareness - Council and Management)	No	23/05/2016	31/05/2016	01-07-2016			2		this will be performed continuously after 2 mo
Develop Project Management skills	No	09-May-16	31/05/2016					Project leader	
Register on FAQ Database	No								
<b>Governance</b>									
Commissioning an mSCOA steering committee	Yes	09-05-2016	31-05-2016				2	Accounting Officer	to be officially appointed on 31 May 2016
Commissioning an mSCOA multi-disciplinary project team	No	24-05-2016	31-05-2016					Accounting Officer	
Set up the project governance structure and project management office (PMO)	No	24-05-2016	06-06-2016	20-06-2016		30-06-2016		Project team	
Register a formal SCOA project in the municipality with a project sponsor, steering committee (with a terms of reference)	No	24-05-2016	31-05-2016	20-06-2016		30-06-2016	2	Accounting Officer	
Draft a terms of reference for the municipality's SCOA project team	No	24-05-2016	31-05-2016	20-06-2016		30-06-2016	2	Accounting Officer	
Develop a SCOA project delivery strategy, including the assignment of responsibilities, Key Performance Indicators (KPIs) and performance targets for the project and provide for regular project monitoring and reporting	No	24-05-2016	31-05-2016	20-06-2016		30-06-2016	0	CFO	
Tabling the Municipal Regulations on Standard Chart of Accounts in the municipal council	No	25-05-2016	30-06-2015				0	CFO	
Obtain Council approval for implementation of mSCOA, proposed governance structures, implementation plan and risk register	No	25-05-2016				31-08-2016	0	CFO	
Obtain proof of appointment, consent from the Senior Manager and evidence that this task and responsibility had been integrated in the Key Performance Areas of the Project Manager and Project Team	No	01-06-2016	30-06-2016			31/07/2016	0	Accounting Officer	
Tabling a progress report, including the updated risk register with the municipal council on a quarterly basis	No	01-06-2016					0	Risk Manager	Quarterly basis



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<b>mSCOA Project Management</b>								
Identify key human resources.	No	01-06-2016	30-06-2016	01-07-2016	31-07-2016	0	Project team	
Identify key project milestones	No	01-06-2016	30-06-2016	01-07-2016	31-07-2016	0	Project team	
Identify capital requirement and budget (servers, IT requirements)	No	01-06-2016	30-06-2016	01-07-2016	31-07-2016	0	Project team	
Investigate effect of changes on the system	No	01-06-2016	30-06-2016	01-07-2016	31-07-2016	0	Project team	
Set up project organisational/management arrangements (charter, scope, plan, budget, risks and issues)	No	01-06-2016	30-06-2016	01-07-2016	31-07-2016	0	Project team	
Prepare code of ethics and members to sign these	No	01-06-2016	31-07-2016	01-08-2016	31-08-2016	0	Project team	
Appoint stream leads to cover all 15 business processes	No	01-06-2016	30-06-2016	01-07-2016	31-07-2016	0	Project team	
<b>Stream Leads</b>								
mSCOA steering committee and Project Management	Yes	01-06-2016	30-06-2016	01-07-2016	31-07-2016	0	Project team	
IT infrastructure and network	Yes	01-06-2016	30-06-2016	01-07-2016	31-07-2016	0	Project team	
Review current vote structure to mSCOA vote structure and prepare the annual budget on the structure	No	01-06-2016	30-06-2016	01-07-2016	31-07-2016	0	Project team	
Data cleansing and gap analysis	No	30-06-2016	01-07-2016	31-07-2016	31-08-2016	0	Project team	
HR & payroll	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Planning (IDP, Budget, SDBP, PM)	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Core system, additional systems	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Real estate, land use and grant management	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Document management	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
<b>Business Processes</b>								
Stream Leads to prepare detailed implementation plans with milestones for their area of responsibility dealing with applicable business processes	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Corporate governance	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Municipal budgeting, planning and financial modelling	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Financial accounting	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Costing and reporting	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Project accounting	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Treasury and cash management	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Procurement cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Grant management	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Full asset life cycle management including maintenance management	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Real estate and resource management	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Human resources and payroll management	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Land use and building control management	No					0		
Valuation roll management	No					0		
Revenue cycle: meter reading, billing, accounts receivable, revenue management and recycling	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Customer care, credit control and debt collection	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0	Project team	
Sign-off implementation plan	No	31-08-2016	30-09-2016	30-09-2016		0	CFO	
Sign-off milestones achieved	No	31-08-2016	30-09-2016	30-09-2016		0	CFO	
User acceptance testing	No	31-08-2016	30-09-2016	30-09-2016		0	Project Leader	
Stream Leads to prepare risk registers for their area of responsibility	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0		
Sign-off risk register	No	31-08-2016	30-09-2016	30-09-2016		0		



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Stream Leads to prepare data purification / data cleansing for their area of responsibility	No	31-08-2016	30-09-2016	30-09-2016		0		
Sign-off data purification	No	30-09-2016	15/10/2016	31/10/2016		0		
Prepare and plan for change management and transition	No	31/10/2016	30/11/2016	31/12/2016		0		
Stakeholder engagement -establishment of user forums (PT & Other stakeholders)	No	31-07-2016	31-08-2016	31-07-2016	31-08-2016	0		
Detailed migration project plan (Vendor) and MOU	No					0		
Vendor engagement - vendor feedback and integration into project plan	No					0		
System User acceptance testing	No	04/12/2016	31/01/2017	01/02/2017	28/02/2017	0		
System User acceptance training	No	01/12/2016	28/02/2017	01/02/2017	28/02/2017	0		
Review the current municipal chart of accounts	No	01/12/2016	31/01/2017	01/02/2017	28/02/2017	0		
Document and map the current business processes in the municipality	No	01/12/2016	28/02/2017	01/03/2017	30/04/2017	0		
Determining impact on business policies, processes & procedures	No	01/12/2016	31/01/2017	01/02/2017	28/02/2017	0		
Undertake a Human Resources and Payroll review and allocation verification	No	03/12/2016	31/01/2017	01/02/2017	28/02/2017	0		
Review master information( suppliers, stores, fleet, job costing)	No	01/12/2016	31/01/2017	01/02/2017	28/02/2017	0		
Billing / Revenue create codes , transfer data and prepare the data base	No	01/12/2016	31/01/2017	01/02/2017	28/02/2017	0		
Conduct an "as is" review of IT infrastructure, network and archiving (ICT to define core functions used and those not used in core financial system and which system core functions are outsourced).								
Use as a minimum the template attached as "Annexure C" to Municipal SCOA Circular 2. Submit the completed information to the National Treasury (Jan. Hellingh@treasury.gov.za) and the relevant provincial treasury on/ before Friday, 13 November 2016.	No	01/02/2017	28/02/2017	01/03/2017	30/04/2017	0		
Review 3 <sup>rd</sup> party systems / integration	No	01/02/2017	28/02/2017	01/03/2017	30/04/2017	0		
Change all pre-printed stationary and internal documents	No	01/02/2017	28/02/2017	01/03/2017	30/04/2017	0		



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<b>Budget conversion and segment evaluation and alignment to current MUNICIPALITY</b>								
<b>Budget conversion and segment evaluation and alignment to current MUNICIPALITY</b> municipal GL and org structure	Yes	09-05-2016	10/06/2016	10/06/2016	30/06/2016	2		
Determine if breakdown is required	No	31-05-2016	15/06/2016	10/06/2016	30/06/2016			
Align function to municipal standard classification and identify anomalies	No	31-05-2016	15/06/2016	10/06/2016	30/06/2016			
Line by line comparison of the item segment (rev, exp, assets) and identify anomalies	No	31-05-2016	15/06/2016	10/06/2016	30/06/2016			
Defining funding sources and linking to the item segment	No	31-05-2016	15/06/2016	10/06/2016	30/06/2016			
Define regional indicators and provide to SCOA Project Team	No	31-05-2016	15/06/2016	10/06/2016	30/06/2016			
Define operational and capital projects including repairs and maintenance	No	31-05-2016	15/06/2016	10/06/2016	30/06/2016			
Using the methodology of the municipality, update costing methodology	No	31-05-2016	15/06/2016	10/06/2016	30/06/2016			
Considerations impacting on more than on segment – PPE register (module) to be aligned to project and item	No	31-05-2016	15/06/2016	10/06/2016	30/06/2016			
Planning - project based	No	31-05-2016	15/06/2016	10/06/2016	30/06/2016			
Compilation of detail budgets - SCOA classification across segments (2017/18 MTRRF)	No	31-05-2016	15/06/2016	10/06/2016	30/06/2016			
<b>System Application</b>								
Opening balance conversion – Historical information and data and sign off	No	01/02/2017	28/02/2017	01/03/2017	15/03/2017			
Cleaning of suspense accounts, clearing accounts, control accounts, and interface accounts	No	01/02/2017	28/02/2017	01/03/2017	15/03/2017	0		
<b>Reporting requirements – Test, analyse, and understand content</b>								
Budget reporting formats (MBRR)	No	01/02/2017	28/02/2017	01/03/2017	15/03/2017	0		
Annual financial statement	No	01/02/2017	28/02/2017	01/03/2017	15/03/2017	0		
Section 71 and 71 monthly reporting (current format)	No	01/02/2017	28/02/2017	01/03/2017	15/03/2017	0		
Portal data testing and quality assurance	No	01/02/2017	28/02/2017	01/03/2017	15/03/2017	0		
<b>Project Audit File - Information on file</b>								
Ensure proper document management for the SCOA project and municipal records	Yes	09/05/2016					2 Project Leader	Ongoing
Council resolutions	No	01/06/2016	31/08/2016				Project Leader	Ongoing
Project governance documentation	No	05/2016	30/06/2016				Project Leader	Ongoing
Agenda, minutes and attendance registers	Yes	30/06/2017					2 Project Leader	Ongoing
Project plan and milestone reports	No	30/06/2017					Project Leader	Ongoing
Risk register and mitigation measures	No	30/06/2017					Project Leader	Ongoing
Issue log and resolutions	No	30/06/2017					Project Leader	Ongoing
User acceptance testing and sign off	No	30/06/2017					Project Leader	Ongoing
<b>Project close out report</b>								