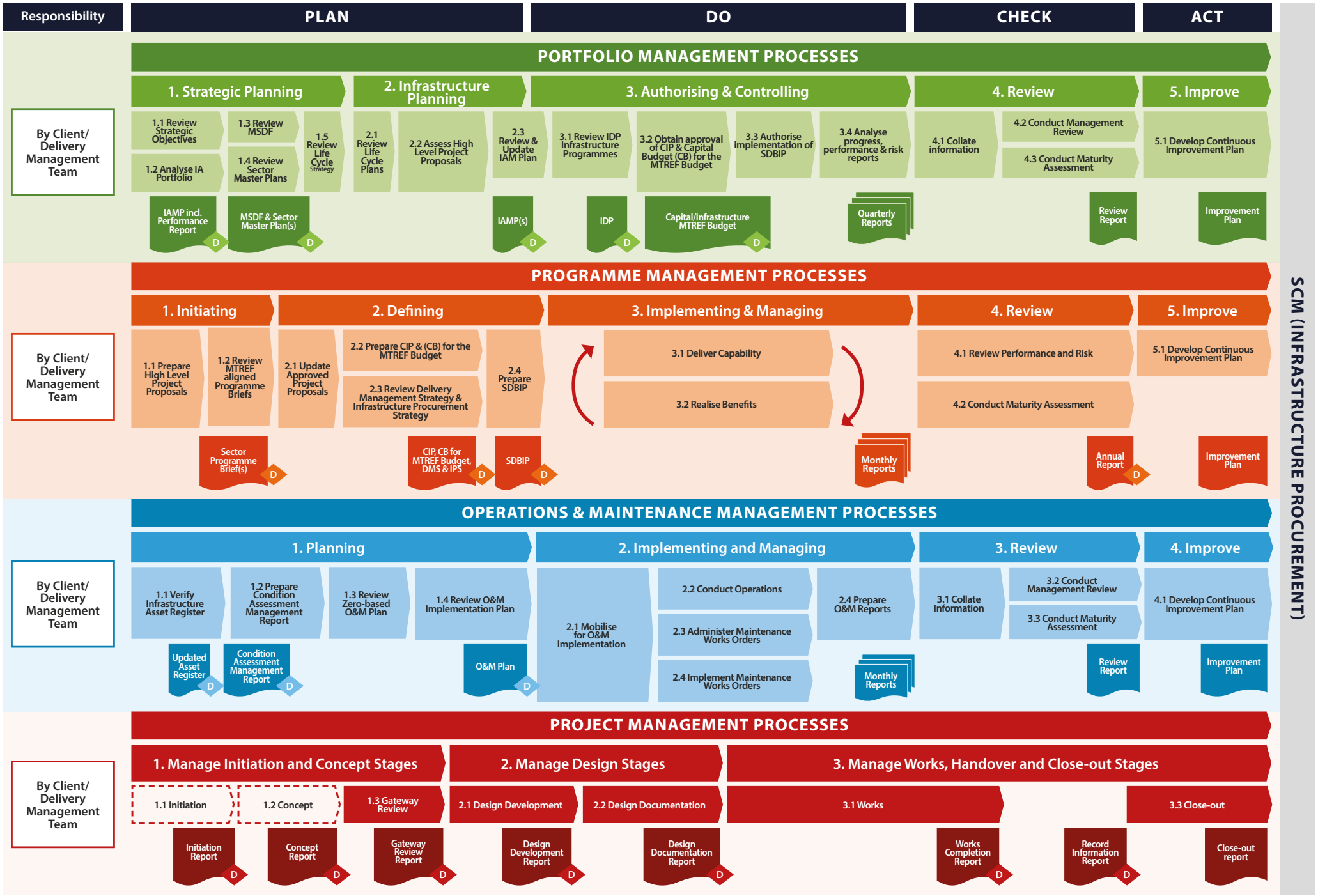
Responsibility
PLAN
DO
CHECK
ACT
PORTFOLIO MANAGEMENT PROCESSES
1. Strategic Planning
2. Infrastructure Planning
3. Authorising & Controlling
4. Review
5. Improve
By Client/ Delivery Management Team
1.1 Review Strategic Objectives
1.2 Analyse IA Portfolio
1.3 Review MSDF
1.4 Review Sector Master Plans
1.5 Review Life Cycle Strategy
2.1 Review Life Cycle Plans
2.2 Assess High Level Project Proposals
2.3 Review & Update IAM Plan
3.1 Review IDP Infrastructure Programmes
3.2 Obtain approval of CIP & Capital Budget (CB) for the MTREF Budget
3.3 Authorise implementation of SDBIP
3.4 Analyse progress, performance & risk reports
4.1 Collate information
4.2 Conduct Management Review
4.3 Conduct Maturity Assessment
5.1 Develop Continuous Improvement Plan
IAMP incl. Performance Report
D
MSDF & Sector Master Plan(s)
D
IAMP(s)
D
IDP
D
Capital/Infrastructure MTREF Budget
D
Quarterly Reports
Review Report
Improvement Plan
PROGRAMME MANAGEMENT PROCESSES
1. Initiating
2. Defining
3. Implementing & Managing
4. Review
5. Improve
By Client/ Delivery Management Team
1.1 Prepare High Level Project Proposals
1.2 Review MTREF aligned Programme Briefs
2.1 Update Approved Project Proposals
2.2 Prepare CIP & (CB) for the MTREF Budget
2.3 Review Delivery Management Strategy & Infrastructure Procurement Strategy
2.4 Prepare SDBIP
3.1 Deliver Capability
3.2 Realise Benefits
4.1 Review Performance and Risk
4.2 Conduct Maturity Assessment
5.1 Develop Continuous Improvement Plan
Sector Programme Brief(s)
D
CIP, CB for MTREF Budget, DMS & IPS
D
SDBIP
D
Monthly Reports
Annual Report
D
Improvement Plan
OPERATIONS & MAINTENANCE MANAGEMENT PROCESSES
1. Planning
2. Implementing and Managing
3. Review
4. Improve
By Client/ Delivery Management Team
1.1 Verify Infrastructure Asset Register
1.2 Prepare Condition Assessment Management Report
1.3 Review Zero-based O&M Plan
1.4 Review O&M Implementation Plan
2.1 Mobilise for O&M Implementation
2.2 Conduct Operations
2.3 Administer Maintenance Works Orders
2.4 Implement Maintenance Works Orders
2.4 Prepare O&M Reports
3.1 Collate Information
3.2 Conduct Management Review
3.3 Conduct Maturity Assessment
4.1 Develop Continuous Improvement Plan
Updated Asset Register
D
Condition Assessment Management Report
D
O&M Plan
D
Monthly Reports
Review Report
Improvement Plan
PROJECT MANAGEMENT PROCESSES
1. Manage Initiation and Concept Stages
2. Manage Design Stages
3. Manage Works, Handover and Close-out Stages
By Client/ Delivery Management Team
1.1 Initiation
1.2 Concept
1.3 Gateway Review
2.1 Design Development
2.2 Design Documentation
3.1 Works
3.3 Close-out
Initiation Report
D
Concept Report
D
Gateway Review Report
D
Design Development Report
D
Design Documentation Report
D
Works Completion Report
D
Record Information Report
D
Close-out report
SCM (INFRASTRUCTURE PROCUREMENT)