
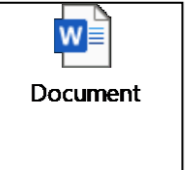
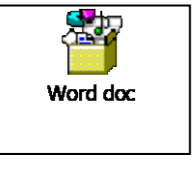


mSCOA REGULATIONS

COMMENTS REGISTER: PROJECT MANAGEMENT

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
1	5.8.3. Sub-Process Model 	Page 35 - "YES the project is internally managed" - If yes, issue completion certificate, add the again a yes/no block for retention if yes - manage retention, if no close out of the project.	Change to process documents	W Wessels/H Le roux	Mossel Bay Municipality	03-Oct-24	16-11-2024	Dawood Asmal	Completed	Narrative has been updated as at 16-11-2024 New script to produce word document extracted on the 18-11-2024. Updated script will be submitted to website in preparation of the December 2024 ICF.
2	5.8.3. Sub-Process Model	Page 35 - "NO the project is internally managed" - If No, loop back	No change to process documents	W Wessels/H Le roux	Mossel Bay Municipality	03-Oct-24	16-11-2024	Dawood Asmal	Completed	No change, added
3	5.8.3. Sub-Process Model	Page 35 - Side note: : Outsourced – retention, internally no retention (consider how this will be accommodated) Internal projects also follow the completion certificate process and need to be included in the workflow.	No change to process documents	W Wessels/H Le roux	Mossel Bay Municipality	03-Oct-24	16-11-2024	Dawood Asmal	Completed	No change, added
4	1.1. General background 	Page 4 - Structure: 4. Project Creation/Planning (ALL or Individual) 5. Project Baseline Reporting (All or Individual) 6. Project Execution (All and Individual) 7. Project Monitoring & Reporting (ALL) Execution should not fall under project monitoring. 8. Project Close (ALL)	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Narrative has been updated as at 16-11-2024 New script to produce word document extracted on the 18-11-2024. Updated script will be submitted to website in preparation of the December 2024 ICF.
5	4.1. Applicable Legislation 	Page 6 - Why don't we have the structures/systems act, that requires municipalities to formulate and IDP which is inclusive of strategic projects to be undertaken.  Noting that MFMA also requires that municipalities use GRAP as well as MBRR.  A Safety, Health and Environmental (SHE) module to comply with general Health and Safety Regulations should be incorporated within the system. (For example the Construction Regulations, the Occupational Health and Safety (OHS) Act, 1993, General Administrative Regulations, General Safety Regulations and the National Environmental Management Act, 1998)  - Possibly consider adding in Applicable Regulations and GRAP Standards  - Applicable Regulations when supplier invoice received and budget is not available/exceeded  - GRAP 1, GRAP (Liabilities definition), Assets, Expenditure (Items) that results from the use of the Project Segment	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Narrative has been updated as at 16-11-2024 New script to produce word document extracted on the 18-11-2024. Updated script will be submitted to website in preparation of the December 2024 ICF.
6	4.4. Sub-Process Descriptions	Page 6 - Undertake planning of project - Is the descriptions missing?	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
7	4.5.1. Sub-Process Description	Page 7 - 4.5.1 no description	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Process subsequently changed. "Identify and create projects" and "Determine ranking of projects" are hand overs to Strategic and IDP planning and greyed out. Other level 3s have been updated with descriptions Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
8	4.5.2. Sub-Process Triggers and Outputs	Page 7 - Outcomes - "Should this not give input into the SDBIP (All segmentation of mSCOA must be incorporated into the project module, whereby a project based budget is produced, informed by the integrated development plan (IDP) and giving input to the annual service delivery- and budget implementation plan (SDBIP)." - Outcomes should include SCM (Project Specifications), Annual Procurement Plan.  Can we expand this to include e.g. Project Capital Plan, Project Operational Plan which should include PO Maintenance, PO Infrastructure & Infrastructure and PO: TWS	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated activity "Draft the Scope and Deliverables per project" Included input into the SDBIP Narrative has been updated as at 16-11-2024 New script to produce word document extracted on the 18-11-2024. Updated script will be submitted to website in preparation of the December 2024 ICF.
9	4.5.4. Sub-Process Detail	Page 8 - The following table contains detailed descriptions of the activities and procedures for this sub-process. - Should this not link to the approved procurement plan (linking to IDP and SDBIP?)  - Generally we don't just start drafting specifications without the project especially capital in nature meeting predetermined objectives. Therefore the business case and draft specifications of project would have been done at the IDP stage. The project would then be approved and budget assigned. (Input from another process to be high-lighted). Should this not then come from IDP and is Input into SCM	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Process subsequently changed. "Identify and create projects" and "Determine ranking of projects" are hand overs to Strategic and IDP planning and greyed out, budget assigned and then draft specs are prepared. Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
10	4.5.4. Sub-Process Detail	Page 9 - Draft the Scope and Deliverables per project - "Project Deliverables" - To include the Project Scope Definition, Resource Planning, Time Schedule and WBS (Scope, Resource and Time). This would then assist in costing. Using as suggested similar projects to provide guidance/learnings. Complete analysis would then drive the business case for the project to be approved/rejected.  The location of Capital Projects to include the GPS locations per requirement of the IDP File.	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Process subsequently updated with comments. Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.

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11	4.5.4. Sub-Process Detail	Page 9 - Plan implementation requirements for the project - "Key milestones" - Suggestions include management of the scope, time, resource, and quality assurance, which must be defined upfront in order for there to be a baseline from which the milestones/deliverables can be measured. There is also no mention of the Risk and Issue logs.  Can this also not come from the approved business plans of the transferring authority	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Process subsequently updated with comments. Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
12	4.6.1. Sub-Process Description	Page 11 - There is no description included	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Process subsequently updated with description Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
13	4.6.4. Sub-Process Detail	Page 13 - Establish project receipt & availability of funds - "The Delegated Departmental Official (Project Holder) would receive a notification from the Project Module indicating this." - Consideration if we can also check that the Grant receipts are captured to the correct funding source as required.	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Process subsequently updated with description "The Project Holder would receive a notification from the Project Module indicating this and would be prompted to review the fund source of the Grant receipts reflected" Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
14	5.1. Applicable Legislation	Page 16 - "The following legislation applies to the Project Management and Reporting process: •None " - Any consideration for best practises for Project Management? PMBOK?	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated with "GRAP, MBRR, MFMA, Circular 80" Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
15	5.4. Sub-Process Descriptions	Page 16 - Project Execution - Infrastructure " - Are these meant to be blank in 5.4	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Level 3 descriptions have been added Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
16	5.5.1. Sub-Process Description	Page 18 - Is this suppose to be blank 5.5.1  Regulatory Safety, Health and Environmental (SHE) documentation must be available in a document management tool with defined check lists and milestones.  Health and safety incidents must be recorded and managed on the system and reported as per legislation.	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Process updated "Update project status to "Execution" Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
17	5.5.2. Sub-Process Triggers and Outputs	Page 18 - Triggers: •Funding confirmed as "Available" - A trigger for execution should include not only the budget available. SCM Award, Appointment and Signed SLA. Engagement and Project Kick off	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Previous end event was "Funding confirmed as "Available" Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
18	5.5.2. Sub-Process Triggers and Outputs	Page 18 - "Outcomes: •None Progress Monitoring and Reporting" - Outcomes of Project Execution: Should this not link to Project Monitoring/ (Progress Reporting, Variance Reporting and Exception Reporting).	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated to month end Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
19	5.5.4. Sub-Process Detail	Page 22 - Hand Over to Expenditure Receipt of project Invoice - "The Project Invoice is received, this would include the : " - Should this not link to the Accounts Payable Module and the requirements set out there?	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated to "Receive supplier invoice Hand Over to Accounts Payable" Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
20	5.5.4. Sub-Process Detail	Page 22 - Review and approve Retention - "Review Retention amounts reflected on the Bill of Quantities and Invoice" - With regards to the retention. Should this not include the completion of the snag list before retentions can be released or possibly look at order as this is listed below	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated to: The Delegated Project Coordinator would be prompted to validate and approve the Retention amounts by: - Review the supplier invoice pack and ensure that the Technical Services Department has approved the Bill of Quantities (BOQ)and the project build to date. - Review the amounts reflected as Retentions in the Accounts Payable Module against the BOQ. Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
21	5.6.2. Sub-Process Triggers and Outputs	Page 24 - Triggers: •Month end" - This should include the baseline reporting as setup initially.  Output should include Progress Report, Variance Report and Exception report against deliverables and milestones	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated under activity "Update and extract project data" Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.


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22	5.6.4. Sub-Process Detail	Page 26 - Update and extract project data - Under the RACI column "Delegated Departmental Official (Project Holder) (R)" - Is this a manual update. Why is the project module not carrying the project number to populate the information?	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated under activity: At month end, the Delegated Department Official (Project Holder) would be prompted by the system to update and refresh the Project system. The following would then be actioned: 1. Review the system and validate that the Project system is updated with data from the General Ledger and Sub Ledgers. The individual projects will be updated with: - Amounts reflected as Work In Progress or contracted expenditure from the Fixed Asset Register and General Ledger. - Amounts reflected for individual and multiple creditors (for all creditors contracted) linked to relevant Projects. - Retention amounts reflected in the General Ledger and Sub Ledger - Extract variance Report and exception report against deliverables and milestones  Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
23	5.6.4. Sub-Process Detail	Page 26 - Review project Budget vs Actual expenditure - Under RACI column "Delegated Departmental Official (Project Holder) (R)" - If the Project Scope, Schedule and Resource Planning is done within the system with baseline, there should be standardised reporting of budget to actual as well as exception reporting. Again risk management is not being brought through that is project specific and should be managed by technical department.	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated under activity: The Delegated Department Official (Project Holder), should review the standardised reports from the Project Module on Budget vs Actuals:  - Compare the spend to date against the project budget and validate that actual expenditure exceeds the budget  - Compare the spend to date against the project budget and validate projects where the actual expenditure is significantly below the budget which may indicate potential underspend on the project  - Compare Budget vs Actual against the project plan including key milestones and deliverables, to further identify potential underspend and overspend.  - Identify potential risks and document them Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
24	5.7.2. Sub-Process Triggers and Outputs	Page 29 - "Outcomes : •Year End" - See reporting requirements above.	No change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Year end is end event Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
25	5.7.4. Sub-Process Detail	Page 31 - Table Project Progress Report - This should include variance and exception report	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated under activity: The monthly progress report reviewed by the Delegated Project Coordinator is then submitted to Senior Management at either the Project Steering Committee or Management Committee for review and adoption, A standard Agenda for the report should be submitted to the Committee. In relation to individual projects included in the report the following should details at a minimum should be considered: Report on variance and exceptions  Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
26	5.7.4. Sub-Process Detail	Page 33 - Identify and roll forward In Progress/Multi Year Projects - " * Ensure communication with the Grant provider to ensure funds are available in the new financial year." - Is this not referred to "Transferring Authority"	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated under activity: "Transferring Authority"  Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
27	5.7.4. Sub-Process Detail	Page 34 - "Interface with Budget Module Grants Module Fixed Asset Module " - Under the "Procedure" column - This is blank?	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Script to be re-run. Script to exclude greyed out/interface activities with other processes  Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
28	5.8. Project Close - Infrastructure & Maintenance Sub-Process	page 35 - Should this not include PO: Infrastructure and Non-Infrastructure Projects	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Updated L3 description to "Project Close - External Contractors & Own Account Construction Projects  Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
29	5.8.2. Sub-Process Triggers and Outputs	Page 35 - Triggers: •Month End" - This should be Project Deliverable Milestones being met.	No change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Activity will be performed at the start of every month to identify projects that have ended. Then the first activity is "Review projects that are not completed"  Narrative has been updated as at 16-11-2024 New script to produce word document extracted on the 18-11-2024. Updated script will be submitted to website in preparation of the December 2024 ICF.
30	5.9.2. Sub-Process Triggers and Outputs	Page 40 - Triggers: •Month End - Month end does not trigger project close. This should be Project Deliverables/Milestones being met	No change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Activity will be performed at the start of every month to identify projects that have ended. Then the first activity is "Review projects that are not completed"  Narrative has been updated as at 16-11-2024 New script to produce word document extracted on the 18-11-2024. Updated script will be submitted to website in preparation of the December 2024 ICF.

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31	5.10.4. Sub-Process Detail	Page 46 - Monitor employee time and cost - "Employee time charged to the project, should be captured and reflected within the Project Module ." - Should this be Charges and Recovery via costing?	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	To be confirmed with Kasnee  Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
32	5.11.4. Sub-Process Detail	Page 50 - Receipt of Goods/Services Hand Over to Expenditure - The supplier/contractor will deliver the goods/service and submit the Delivery Note together with or without the Invoice. The municipality should acknowledge receipt by evidence of receipt ." - Point 3-5 Should this not link to the Accounts Payable process?	Change to process documents	Bronwyn Govender	KZN Treasury	30-Sep-24	16-11-2024	Dawood Asmal	Completed	Activity greyed out and changed to "Receive supplier invoice Hand Over to Accounts Payable"  Narrative has been updated as at 16-11-2024 Script to produce word document is to be run. Updated script will be submitted to website in preparation of the December 2024 ICF.
33	Grant management / Budgeting / Project management  	Kindly consider the below input: It relates to different business processes  <b>Grant management / Budgeting / Project management</b>  Comments: Roll-over of grant funded (and own funding) projects where grant roll-over, roll-over budget approval is pending:  There is a challenge from a legislative perspective for municipalities to proceed with a project (own and grant funding) from 1 July if a grant / own funding roll-over is pending. The project must be halted on 30 June but in practice it is a challenge as it might attract more costs due to the delay.  Current legislation does not permit the administration or council to proceed from 1 July until it is appropriated in the adjustments budget or roll-over is approved. The current provincial directive for grant roll-over is to halt the project and may not even include it in the roll-over budget if it (grant roll-over) has not been approved. In practice it means the project is halted from 1 July until late October in certain instances when approval for roll-over is received. Only after this "additional allocation" is received and appropriated in an adjustments budget, the project can proceed. January adjustments budget and then it's almost already year end again. The administration must take a risk (for which they do not have the powers to do. Ultra vires) if they proceed with the project from 1 July as it means practically that the project is not funded, unauthorized for a period. What happen if council does not approve it?  This needs to be addressed in legislation, MFMA, MBRR, or mSCOA Reg in order to streamline the process and accelerate service delivery.  Can funding source be adjusted with roll-over adjustments budget ? , or without adjustment budget? <del>Virements directive stipulates that virement may not be between funding sources</del>		Sybrand Roets	Saldanha Bay Municipality	01-Nov-24		Dawood Asmal	In progress	
34	MFMA Circular 80 requirements	Has circular 80 been updated to accommodate the National treasury's CIDMS (City Infrastructure Delivery & Management System)? How do you contextualise the IDP?	No change to process documents	Ivan Moonsamy	eThekweni	28-May-24	19-Jun-24	Dawood Asmal	Completed	mSCOA chart should be amended to align to CIDMS. FAQ process needs to be followed (NT to assist to expedite) Item segment for PPE should be aligned to CIDMS  Project Management system functionality including the update of the ICT due diligence will be updated and legislated
35	MFMA Circular 80 requirements	The Circular 80 needs to be updated to match the CIDMS.	No change to process documents	Ivan Moonsamy	eThekweni	28-May-24	19-Jun-24	Dawood Asmal	Completed	mSCOA chart should be amended to align to CIDMS. FAQ process needs to be followed (NT to assist to expedite) Item segment for PPE should be aligned to CIDMS  Project Management system functionality including the update of the ICT due diligence will be updated and legislated
36	MFMA Circular 80 requirements	Multi Year Projects and tracking on the Project Segment Opening Balances are noted as Project Default. The problem is some projects are multi year and requires the maintenance of "opening balances" for projects. Will that will now be address with the new rules  These opening balances are not linked to the individual Projects from the prior year	Update of PSD and mSCOA Project segment requirements	Zindzi Korasie	Saldanha Bay	28-May-24	19-Jun-24	Dawood Asmal	Completed	This will need to be communicated and logged by the municipality with NT via the FAQs process. NT the custodian of the mSCOA chart would then validate and approve changes to the chart
37	Slide 10: Project management	Chart does not allow for WIP Categories Concern: The chart does not allow for allocation of WIP to the various fixed asset infrastructure categories.	Update of PSD and mSCOA Item segment (Fixed Assets Work In Progress) requirements	Zindzi Korasie	Saldanha Bay	28-May-24	19-Jun-24	Dawood Asmal	Completed	This will need to be communicated and logged by the municipality with NT via the FAQs process. NT the custodian of the mSCOA chart would then validate and approve changes to the chart
38	Slide 10: Project management	Concern: There's a lot of unbundling needed when preparing AFS where multi projects is concern in order to comply with GRAP	Update of PSD and mSCOA Item segment (Fixed Assets Work In Progress) requirements	Zindzi Korasie	Saldanha Bay	28-May-24	19-Jun-24	Dawood Asmal	Completed	This will need to be communicated and logged by the municipality with NT via the FAQs process. NT the custodian of the mSCOA chart would then validate and approve changes to the chart If chart changes are made in relation to Item Opening Balances for linked to Infrastructure Projects and Item WIP categorisation, the process of unbundling would be easier
39	Slide 10: Project management	Supports the reform of mSCOA from being predominantly by the Finance department to it being managed by the whole municipality	No new impact	Hilton Renald	uMhlathuze Municipality	28-May-24	19-Jun-24	Dawood Asmal	Completed	The mSCOA reform since inception (2017) has linked the municipal reporting process of the IDP, MTREF and In Year reporting.
40	Slide 10: Project management	Request: Process should focus more on definitions within the business process as it will make things easier when dealing with AGSA since these business process will be regulated	No change to process documents	Patrick Lekay	City of Cape Town	28-May-24	19-Jun-24	Mike Steyn	Completed	Definitions within business processes are under development
41	Slide 10: Project management	Suggests an engagement with AGSA to reduce stress of dealing with Auditors when it comes to business processes	No change to process documents	Johan van Wyk	National Treasury	28-May-24	19-Jun-24	Kashnee Sewnarain	Completed	Stakeholder consultations are being planned and AGSA will be included
42	Slide15: Project creation and planning Level 3 Initiation of the Project	With regards to the project management terminology, perhaps we can refer to 'Project Manager' as 'Project Coordinators' to avoid getting stuck over semantics.	Process flow and narratives to be updated	Serantha Balgobind	KZN PT	28-May-24	19-Jun-24	Dawood Asmal	Completed	Process flow and narratives have been updated
43	Slide15: Project creation and planning Level 3 Initiation of the Project	Clarity is required as to how did the project list originate if you haven't determined where those needs arose from. Why is it identified at this level?	No new impact	Ivan Moonsamy	eThekweni	28-May-24	19-Jun-24	Dawood Asmal	Completed	Project list on the Project Module is obtained from the Draft IDP via system integration. Further business processes have been clarified in the budget process workstream.

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44	Slide 15: Project creation and planning Level 3 Initiation of the Project	Suggestion: Need to consider having two reporting platforms in terms of previous IDP and Current IDP. As at the end of the existing term of office, you would have a reporting that is incomplete because of multi-year projects	Process flow and narratives to be updated	Karen Fourie	City of Cape Town	28-May-24	19-Jun-24	Dawood Asmal	Completed	Process flow and narratives have been updated with carry over of Multi Year Project from previous IDP
45	Slide 16: Project creation and planning Level 3 Project Planning	Clarity: Is the component mentioned on the slide the component as per CIDMS requirements, which will be next-level detail where some information is not available at this level.	No change to process documents	Hennie Le Roux	Mossel Bay	28-May-24	19-Jun-24	Dawood Asmal	Completed	Clarity on components have been provided in the budgeting working group held on 24 June. This will be presented at the follow up projects working group as well
46	Slide 16: Project creation and planning Level 3 Project Planning	By Components you mean classes of Assets being componentized?	No change to process documents	Sifiso Xulu	Jozini	28-May-24	19-Jun-24	Dawood Asmal	Completed	Clarity on components have been provided in the budgeting working group held on 24 June
47	Slide 16: Project creation and planning Level 3 Project Planning	During the planning phase, it is not always feasible to split projects into components. Only once the project is approved and planning expenditure can commence, we can break down to components.	No change to process documents	Riaan Alberts	Swartland	28-May-24	19-Jun-24	Dawood Asmal	Completed	Where the municipality has implemented and managed similar Infrastructure projects, this history can be used as a base to componentise. Clarity on components have been provided in the budgeting working group held on 24 June. Clarity on components have been provided in the budgeting working group held on 24 June
48	Slide 16: Project creation and planning Level 3 Project Planning	The system will be completely automated which is the aim of Treasury and the fundamental part is the componentization	No change to process documents	Ivan Moonsamy	eThekweni	28-May-24	19-Jun-24	Dawood Asmal	Completed	Comment supports the process modelling
49	Slide 16: Project creation and planning Level 3 Project Planning	The administrative load that is going to be placed in Municipalities is very high	No change to process documents	Hennie Le Roux	Mossel Bay	28-May-24	19-Jun-24	Dawood Asmal	Completed	Comment considered. The business process will not change. The information that would be used to budget is information that is already available to municipalities. Clarity on components have been provided in the budgeting working group held on 24 June. Follow up will be done at Projects Working Group
50	Slide 16: Project creation and planning Level 3 Project Planning	The timeframe that is required is a bit impractical as there is information that was unknown a year when you were doing budget or 3 years ago IDP	No change to process documents	Patrick Lekay	City of Cape Town	28-May-24	19-Jun-24	Dawood Asmal	Completed	Municipality has opportunities to make changes in the Adjustment Budget and annual review of IDP. The extent of components budgeting was indicated in the budget working group on 24 June. Follow up will be done at Projects Working Group  Will be a requirement to Budget at Fixed Asset category level and by component where history is available and municipality is capable
51	Slide 16: Project creation and planning Level 3 Project Planning	Planning at the component level is a mistake because it is not a feasible solution. Request to try and find a balanced approach because this will frustrate the metropolitans	No change to process documents	Ben Peters	City of Cape Town	28-May-24	19-Jun-24	Dawood Asmal	Completed	Where the municipality has implemented and managed similar Infrastructure projects, this history can be used as a base to componentise. The level of componentisation was explained in the budget working group. Will be presented at the follow up Projects working group as well.  Will be a requirement to Budget at Fixed Asset category level and by component where history is available and municipality is capable
52	Slide 16: Project creation and planning Level 3 Project Planning	Consider it this is practical, can we look at these flow diagrams in relations to project cycle?	No new impact	Byron Hansto	City of Cape Town	28-May-24	19-Jun-24	Dawood Asmal	Completed	Diagrams follow Project life cycle (Project Planning, execution, reporting and close)
53	Slide 16: Project creation and planning Level 3 Project Planning	We also need to be sure about where budgeting happens, it should happen on WIP(Work In Progress) level, not component as that is the entry level. The component allocation only happens after, one cannot budget on 2 levels, that will be duplication	No change to process documents	Elzette Grierson	SAP	28-May-24	19-Jun-24	Dawood Asmal	Completed	Where the municipality has implemented and managed similar Infrastructure projects, this history can be used as a base to componentise. The level of componentisation was explained in the budget working group. Will be presented at the follow up Projects working group as well.
54	Slide 16: Project creation and planning Level 3 Project Planning	It would be great to have all these details, however, the system/s to facilitate this level of componentization with budgeting must be considered as excel spreadsheets are not allowed. Is it a reasonable expectation? How long will it take to develop these kind of systems? We said in beginning of this meeting that when the business processes are developed to be regulated, the systems that must be developed to facilitate the business process must also be considered.	No change to process documents	Sybrand Roets	Saldanha Bay	28-May-24	19-Jun-24	Dawood Asmal	Completed	Circular 80 does describe the functionality to budget at sub module level.  Circular issued in <a href="#">March 2016</a>
55	Slide 20&21: Project management and reporting Level 3 Project Execution	Comments: Looking at the slide it looks like the duplication of a manual process with slide 21	No new impact	Ivan Moonsamy	eThekweni	28-May-24	19-Jun-24	Dawood Asmal	Completed	Slide 20 is Infrastructure Project where the municipality manages a service provider is contracted to complete the build phase of the Project Slide 21 is where the municipality is responsible for the build phase of the project using internal resources (Labour, Inventory and use of assets)
56	Slide 20&21: Project management and reporting Level 3 Project Execution	There's no commitment register anywhere in these processes.	Change to process documents	Hennie Le Roux	Mossel Bay	28-May-24	19-Jun-24	Dawood Asmal	Completed	Process flow and narratives have been updated with integration to Commitments register on award of the contract. Commitments register will further be linked to contract management and SCM
57	Slide 20&21: Project management and reporting Level 3 Project Execution	When unpacking the commitment register do not be prescriptive about who in the municipality or what department.	No change to process documents	Maureen Whare	City of Cape Town	28-May-24	19-Jun-24	Dawood Asmal	Completed	This is noted and will be considered in the SCM process
58	Slide 20&21: Project management and reporting Level 3 Project Execution	In terms of the commitment register, please note Chapter 11 of the MFMA is going to be repealed.	No change to process documents	Johan van Wyk	National Treasury	28-May-24	19-Jun-24	Dawood Asmal	Completed	This is noted and will be considered in the SCM process
59	Slide 20&21: Project management and reporting Level 3 Project Execution	Price adjustment/escalation on contracts also needs to be accommodated.	No change to process documents	Roger Gates	Ndlambe	28-May-24	19-Jun-24	Dawood Asmal	Completed	This will be considered in the Contract Management process
60	Slide 20&21: Project management and reporting Level 3 Project Execution	Change control management should also be considered	No change to process documents	Luvuyo Khuselo		28-May-24	19-Jun-24	Dawood Asmal	Completed	This will be considered via workflow in the set up of the Project Module  <a href="#">Link to Corporate Governance - IT requirements (Change control)</a>
61	Slide 20&21: Project management and reporting Level 3 Project Execution	What will happen if a BOQ (Bill of Quantities) if there is change in the amount approved for the Project which has the impact of there being some components being removed on the implementation process	No new impact	Sifiso Xulu	Jozini	28-May-24	19-Jun-24	Dawood Asmal	Completed	Initial budget completed on Draft IDP. When budget is approved, then municipality should make amendments prior to submission of the Draft Budget (TABB)
62	Slide 20&21: Project management and reporting Level 3 Project Execution	What needs to be done when an invoice comes before the Work is completed.	No new impact	Hatalisani Nxumalo	Ilembe	28-May-24	19-Jun-24	Dawood Asmal	Completed	<b>NB:</b> Municipality should not receive a supplier invoice before goods are delivered or a service is rendered. Upon receipt of the supplier delivery note (and verification of goods delivered or engineer certified work completed and billed), should the liability then be raised  Municipality is on the accrual basis of accounting and should assess the definition of a liability and whether goods/services are delivered
63	Slide 26: Project management and reporting Level 3 Project Close	For Grant funded projects, please consider adding at end of project the possible return of Grant funds to National / Provincial treasuries	Change to process documents	Basson, Vicky	Mossel Bay	28-May-24	19-Jun-24	Dawood Asmal	Completed	Process flow and narratives have been updated with activity for the return of funds. Project reporting and close. However, this must be aligned to the Grants Management Module
64	Slide 26: Project management and reporting Level 3 Project Close	With the additional funding required task: Its seems like the work is done at that stage and only requesting for funding. Funding request should be possible before the work is committed.	Change to process documents	Schoeman, Hendrik	Mossel Bay	28-May-24	19-Jun-24	Dawood Asmal	Completed	Process flow and narratives have been updated with activity showing funding available for variation and in the event there is funding, would work then be committed

mSCOA REGULATIONS

COMMENTS REGISTER: PROJECT MANAGEMENT

No.	Presented Agenda Item	Description of Comments/ Questions	Potential Impact	Contributor Name	Contributor Organisation	Date Received	Date Closed	Action Owner	Progress Status	Notes
65	Slide 26: Project management and reporting Level 3 Project Close	On which step of the process is the Completion Certificate issued?	No new impact	Halalisani Nxumalo	Ilembe	28-May-24	19-Jun-24	Dawood Asmal	Completed	There are two types of certificates, practical completion and final completion certificates. This will be based on the work done as certified by the engineers in accordance with technical specifications and standards.
66	Slide 26: Project management and reporting Level 3 Project Close	Contingency SOPs to be shared	No new impact	Karen Fourie	City of Cape Town	28-May-24	19-Jun-24	Dawood Asmal	Completed	SOPs received - Reviewed and considered in process modelling