mSCOA PROJECT PLAN CAPE WINELANDS DISTRICT MUNICIPALITY

Todays Date 2016/02/23   Project start date 2015/10/01

Check List Ref	No.	Phase	Tasks	Start Date	Duration	Amended Expected Due Date	%	Actual Date/Finalised	Monitoring Activity and Progress	Delay Register	Department	Person Responsible	Assisted By	Reason/Comment
	1	System Date	System Date Setting	01 October 2015			100	23-Feb-16						
Governance	1.1	Governance	Establish SCOA Committee	01 October 2015	8 hours		100							
Governance	1.2	Governance	Table SCOA Item in Council	01 October 2015	8 hours		100				CWDM	Project Sponsor		
Governance	1.3	Governance	Forming of project team	01 October 2015	8 hours		100				CWDM and Bytes	mSCOA Project Leader		
MOU	1.4	MOU	Conclude MOU with Vendor	01 October 2015	8 hours		100				CWDM and Bytes	mSCOA Project Leader/Bytes	Rob Dijkstra	
Project Plan	1.5	Plan	Bytes input for project plan	03 December 2015	8 hours		100							
ICT	2	ICT	ICT Infrastructure				100							
ICT	2.1	ICT	Web Portal	TBA			100				ICT & System Administration	ICT Manager	Tembisa	
	2.2	ICT	ICT Structural update recommendation to clients	04 December 2015	16 hours		100				Bytes, ICT & System Administration	ICT Manager	Rob Dijkstra	
							100							
	3	UAT	TEST ENVIRONMENT (to be ready)	03 December 2015	8 hours		100				ICT & System Administration	ICT Manager	Tembisa	
			Convert current Budget Data to NT Excel Grid structures and migrate to UAT Domain	03 December 2015			100				ICT & System Administration	ICT Manager	Tembisa	
	4	Comms	COMMUNICATION	03 December 2015			100							
	4.1	CIMS	Establish a reporting plan and training on CIMS	07 December 2015			100				CWDM and Bytes	mSCOA Project Leader		
	4.2	IDP	Document baseline coverage of current IDP to mSCOA Projects	07 December 2015	1 Day		100				Bytes		Carin	
	5	Phase 1	PHASE 1 - BUDGETTING MODULE				100							
	5.1	Phase 1	REQUIREMENT				100							
	5.1.1	Phase 1	Tick list to be returned to SAMRAS	08 December 2015			100				CWDM	Martin Lesch		
	5.1.2	Phase 1	Excel Spreadsheets to be returned to SAMRAS				100				Accounting Services	Martin Lesch		
BQ	5.3	Phase 1	Document all third party interfaces	08 December 2015	16 hours		100				Bytes	ICT	Rob / Carin	
	5.2	Phase 1	NT Spreadsheets - Municipality & Bytes				100							
	5.2.1	Phase 1	Complete NT Excel Input sheets/Grids per Segment	11 December 2015			100				CWDM			
	5.2.2	Phase 1	Complete internal Excel conversion Sheets	11 December 2015			100				CWDM			
BQ	5.2.3	Phase 1	Align Spreadsheet with new Costing Structures	22 December 2015	16 hours		100				CWDM		Carin	
	5.2.4	Phase 1	Import Excel worksheets data onto mSCOA UAT Domain and rework as needed	22 December 2015			100				CWDM			
	5.2.5	Phase 1	line by line comparison of the item segment	03 January 2016			100				CWDM		Carin	
	5.2.6	Phase 1	Development SCOA file import	03 January 2016			100				Bytes			
	5.2.7	Phase 1	Create SCOA register	03 January 2016			100				Bytes			
	5.2.8	Phase 1	Update parameter files	03 January 2016			100				Bytes			
	5.2.9	Phase 1	Create Budget modules	03 January 2016			100				Bytes			
	5.2.10	Phase 1	Testing by SAMRAS	03 January 2016			100				Bytes			
ICT	6	Phase 1	ICT & System	03 January 2016										
ICT	6.1.1	Phase 1	3rd Party Systems Integration	04 January 2016	16 hours						CWDM		Samras System Administrator	
ICT	6.1.2	Phase 1	Samras and Payday Systems	04 January 2016							CWDM		Samras System Administrator	
ICT	6.1.3	Phase 1	Samras: Other Financial (Feeder) Systems	05 January 2016							CWDM		Samras System Administrator	
ICT	6.1.4	Phase 1	Samras and Metering Systems	05 January 2016							CWDM		Samras System Administrator	
ICT	6.1.5	Phase 1	Samras: Directorate Engineering Services	06 January 2016							CWDM		Samras System Administrator	
ICT	6.1.6	Phase 1	Samras: Directorate Strategic & Corp Services	06 January 2016							CWDM		Samras System Administrator	
ICT	6.1.7	Phase 1	Samras: Directorate Planning	06 January 2016							CWDM		Samras System Administrator	
ICT	6.1.8	Phase 1	Samras: Human Settlements	06 January 2016							CWDM		Samras System Administrator	
ICT	6.1.9	Phase 1	Samras: Protection and Law Enforcement	06 January 2016							CWDM		Samras System Administrator	
ICT	6.1.10	Phase 1	Samras: Strategic and Corp Services	06 January 2016							CWDM		Samras System Administrator	

Dept	No	Phase	Task	Date	Hours	%	Resp 1	Resp 2	Resp 3
ICT	6.1.11	Phase 1	Samras: Other 3rd Party Systems.....	06 January 2016			CWDM		Samras System Administrator
ICT	6.2	Phase 1	Acceptance and Sign off: All 3rd Party Systems Integration	06 January 2016			CWDM		Samras System Administrator
ICT	6.2.1	Phase 1	Get new IP address for Samras DR Server at DR Site	07 January 2016		100	CWDM	ICT Systems Administrator	Samras System Administrator
ICT	6.2.2	Phase 1	Raise order on Bytes to initiate Change of Config and Check Jobs	07 January 2016		100	CWDM	ICT Manager	SCM
ICT	6.2.3	Phase 1	Move Server to DR Site	07 January 2016		100	CWDM	ICT Systems Administrator	Samras System Administrator
ICT	6.2.4	Phase 1	Test Access, Functionality, Speed, Backup	07 January 2016		100	CWDM / Bytes	ICT Manager	Bytes
ICT	6.2.5	Phase 1	Change Desktop Frontier Client to access New IP Address	07 January 2016		100	CWDM	ICT Manager	Technical Support
	6.3	Phase 1	SAMRAS ROLL OUT OF PROGRAMMES - PHASE 1	07 January 2016		100			
	6.3.1	Phase 1	NT Scoa tick lists for items to be used	07 January 2016		100	Bytes		
	6.3.2	Phase 1	Samras plus environment to be ready	07 January 2016		100	CWDM & Bytes	ICT Manager	Rob Dijkstra
	6.3.3	Phase 1	Training / information session on budgeting	09 January 2016		100	CWDM & Bytes		mSCOA Project Leader
	6.4	Phase 1	Opex& Capex Budget	09 January 2016		100			
	6.4.1	Phase 1	Budget Office prepares SCOA OPEX Budget documentation	12 January 2016		100	CWDM	Martin Lesch	Carin von Willigh
BQ	6.4.2	Phase 1	Define funding sources and linking to the item segment	13 January 2016	16 hours	100	bytes/CWDM	Martin Lesch	Carin von Willigh
	6.4.3	Phase 1	Budgeting module	14 January 2016		100	Bytes		Carin von Willigh
	6.4.4	Phase 1	Testing files	14 January 2016		100	Bytes		Carin von Willigh
	6.4.5	Phase 1	Deployment and testing of program	14 January 2016		100	Bytes		Carin von Willigh
	6.4.6	Phase 1	SCOA Workshops with User Departments (Budget Office presentations to budget holders of all directorates relating to SCOA Introduction, Scoa Regulations, SCOA Segments and Q&A)	14 January 2016		100	CWDM	Martin Lesch	Carin von Willigh
BQ	6.4.7	Phase 1	Define regional indicators and provide to SCOA project team	18 January 2016	16 hours	100	Bytes	Martin Lesch	Carin von Willigh
BQ	6.4.8	Phase 1	Define operation and capital project including repairs and maintenance	20 January 2016	16 hours	100	Bytes	Martin Lesch	Carin von Willigh
	6.4.9	Phase 1	Budget Office distributes SCOA OPEX Budget documentation to budget holders	20 January 2016		100	CWDM	Martin Lesch	Carin von Willigh
BQ	6.4.10	Phase 1	Using methadology of the municipality, update costing methodology	21 January 2016	16 hours	100	Bytes		carin von Willigh, Rob
	6.4.11	Phase 1	Directors submit OPEX budgets to Budget office	22 January 2016		100	CWDM	All Directorates	
	6.4.12	Phase 1	Update budgets on system in test environment	22 January 2016		100	CWDM	Martin Lesch	
	6.4.13	Phase 1	Distribute Draft 2015-2017 OPEX for BSC	22 January 2016		100	CWDM	Martin Lesch	
	6.4.14	Phase 1	TMT & BSC Review of 2015-2017 Draft Budget	22 January 2016		100	CWDM	Martin Lesch	
	6.4.15	Phase 1	Distribute Draft 2015-2017 Budget to Directors for verification	25 January 2016		100	CWDM	Martin Lesch	
	6.4.16	Phase 1	Handholding session and upload of bulk Opex budget information into test system	25 January 2016		100	CWDM	Martin Lesch	
	6.4.17	Phase 1	Update and balance in test system with 3 Year budget information	25 January 2016		100	CWDM	Martin Lesch	Carin von Willigh
	6.4.18	Phase 1	User Acceptance Testing - Operating	25 January 2016		100	CWDM & Bytes	Martin Lesch	Rob Dijkstra
	6.4.19	Phase 1	User Acceptance Testing - Capital including enhancement	25 January 2016		100	CWDM & Bytes	Martin Lesch	Rob Dijkstra
	6.4.20	Phase 1	Capital Budget enhancement request from CWDM	25 January 2016		100	CWDM	Martin Lesch	
	6.4.21	Phase 1	User-Acceptance testing Capital Budget	26 January 2016			CWDM	Martin Lesch	
	6.4.22	Phase 1	Testing of virement program	26 January 2016			CWDM & Bytes	Martin Lesch	Rob Dijkstra
	6.4.23	Phase 1	SAMRAS own testing	26 January 2016			CWDM & Bytes	Martin Lesch	Rob Dijkstra
	6.4.24	Phase 1	User-Acceptance testing after 2016 budget	27 January 2016				Martin Lesch	
	6.4.25	Phase 1	- Testing of segment setup functionality - bulk & single	27 January 2016				Martin Lesch	
	6.4.26	Phase 1	Signoff of all budgeting modules	27 January 2016			CWDM & Bytes	Martin Lesch	Rob Dijkstra
exp 2	6.4.27	Phase 1	SCOA segments changes for 2016IE and Capital should be completed by end January 16	28 January 2016			CWDM	Martin Lesch	Carin von Willigh
	6.4.28	Phase 1	Move to production - Full Budgeting module programs	29 January 2016			Bytes		
	6.4.29	Phase 1	Test this import on the UAT. Enviornment (Bytes need to be on site)	29 January 2016			CWDM & Bytes	Martin Lesch	Rob Dijkstra
	6.4.30	Phase 1	Go-live Phase 1 (UAT) preperation	30 January 2016			CWDM & Bytes	Martin Lesch	Rob Dijkstra
	6.4.31	Phase 1	Start Transacting and handholding (Budget Module)	30 January 2016			CWDM & Bytes	Martin Lesch	Rob Dijkstra
	6.4.32	Phase 1	- Test virements	30 January 2016			CWDM & Bytes	Martin Lesch	Carin von Willigh
	6.4.33	Phase 1	- Change virement forms	30 January 2016			CWDM & Bytes	Martin Lesch	Carin von Willigh
	6.4.34	Phase 1	Capital projects	30 January 2016			CWDM	Martin Lesch	Carin von Willigh
	6.4.35	Phase 1	- Compose CAPEX project on Excel spreadsheet	30 January 2016			CWDM & Bytes	Martin Lesch	Carin von Willigh
	6.4.36	Phase 1	- Import Capex projects	30 January 2016			CWDM & Bytes	Martin Lesch	Carin von Willigh
	6.4.37	Phase 1	- Create main and sub-project	30 January 2016			CWDM & Bytes	Martin Lesch	Carin von Willigh
	6.4.38	Phase 1	Operating projects	30 January 2016			CWDM	Martin Lesch	Carin von Willigh
	6.4.39	Phase 1	- Compose Opex projects on Excel spreadsheet	30 January 2016			CWDM & Bytes	Martin Lesch	Carin von Willigh
	6.4.40	Phase 1	- Import Opex projects	30 January 2016			CWDM & Bytes	Martin Lesch	Carin von Willigh
	6.4.41	Phase 1	- Populate Opex segments - bulk & single	30 January 2016			CWDM & Bytes	Martin Lesch	Carin von Willigh

	6.5	Phase 1	Switch On SCOA Functionality on UAT	30 January 2016				100						
exp 1	6.5.1	Phase 1	Move UAT budget to Live environment (Data)	30 January 2016				100			Bytes		Rob Dijkstra	
	6.5.2	Phase 1	Year begin Process Begin	30 January 2016				100			CWDM	ICT Manager	Finance	
	6.5.3	Phase 1	Full Backup	30 January 2016				100			CWDM	ICT Manager	Technical Support / Bytes	
ICT	6.5.4	Phase 1	Change Desktop Frontier Client to access New IP Address (test users)	30 January 2016				100			CWDM	ICT Manager	Technical Support	
	6.5.5	Phase 1	Flip Switch to SCOA	30 January 2016				0			CWDM / Bytes	ICT Manager	Bytes	
	6.5.6	Phase 1	Open Server Access to everyone	30 January 2016				0			CWDM	ICT Manager	Bytes	
	6.5.7	Phase 1	Operational repairs & maintenance (projects)	31 January 2016							CWDM	Martin Lesch		
	6.5.8	Phase 1	Regional segment: (Partially completed) Finalise allocations via bulk input programme. Currentlly Default)	31 January 2016							CWDM	Martin Lesch		
	6.5.9	Phase 1	Funding segment: Full implementation of funding segment required	31 January 2016							CWDM	Martin Lesch		
	6.5.10	Phase 1	All parameters & votes/accounts final verification	31 January 2016						CWDM	CWDM & Bytes	Martin Lesch		
	6.5.11	Phase 1	- Link job costing and vehicle costing to home votes	31 January 2016							CWDM	Martin Lesch		
	6.5.12	Phase 1	- Confirm - all vote/accounts intact for new financial year.	31 January 2016								Martin Lesch	Carin von Willigh	
NT	6.5.13	Phase 1	Test and upload of CWDM budget data to NT mSCOA	12 February 2016							Stellebosch			
	6.5.14	Phase 1	Finalize budget (draft)	14 February 2016							CWDM	All		
NT	6.5.15	Phase 1	Upload draft budget to NT mSCOA Database	15 February 2016							CWDM			
	6.5.16	Phase 1	Transfer budget to actual	20 February 2016							CWDM & Bytes	ICT Manager	Rob Dijkstra	
	6	Phase 2	PHASE 2 - TRANSACTIONAL MODULES	20 February 2016										
	6.1	Phase 2	Phase 2 - Migrate Budget: 2016/2017 to mSCOA UAT	20 February 2016										
	6.1.1	Phase 2	Budget conversion and segment evaluation and alignment to current municipal GL and org structure	20 February 2016							Bytes			
	6.1.2	Phase 2	Determine what breakdowns are required	20 February 2016							CWDM	Martin Lesch		
	6.1.3	Phase 2	Considerations impacting on more than on segment – PPE register (module) to be aligned to project and item	21 February 2016		16 hours					Bytes			
	6.1.4	Phase 2	Planning - project based	23 February 2016							Bytes			
NT	6.1.5	Phase 2	Upload actual budget to NT mSCOA Database	27 February 2016							CWDM			
	6.2	Phase 2	Payroll	27 February 2016										
	6.2.1	Phase 2	Align Payroll (3rd Party)	27 February 2016										
	6.3	Phase 2	Expenditure	27 February 2016										
	6.3.1		Vehicle Costing	27 February 2016										
BQ	6.3.2	Phase 2	Fleet data Alignment	27 February 2016		16 hours					Bytes		Pumezo	
exp 9, exp 10	6.3.3	Phase 2	Vehicle Costing – the new Vehicle costing structure for 2016 must be created	27 February 2016							CWDM	Manager Expenditure	Pumezo	
exp 9.1	6.3.4	Phase 2	Vehicle Costing – Prepare programs to update Vehicle Costing from spreadsheet template with the new Vehicle costing structure for 2016	28 February 2016							Bytes		Pumezo	
	6.3.5	Phase 2	Vehicle Costing – Investigation and Report how this will work	29 February 2016							CWDM & Bytes	Manager Expenditure	Pumezo	
exp 11	6.3.6	Phase 2	Vehicle Costing – Vehicle Costing User testing	01 March 2016							CWDM	Manager Expenditure	Pumezo	
	6.3.7	Phase 2	- Process transactions (invoices) against vehicle costing	02 March 2016							Expenditure (Creditors) / Fleet	Manager Expenditure	Pumezo	
	6.3.8	Phase 2	- Import vehicle cost directly from Wesbank data	02 March 2016							Expenditure (Creditors) / Fleet	Manager Expenditure	Pumezo	
	6.3.9	Phase 2	Vehicle Costing – Vehicle Costing User training	03 March 2016							CWDM	Manager Expenditure	Pumezo	
	6.4	Phase 2	Assets	03 March 2016										
BQ	6.4.1	Phase 2	Asset data Alignment	07 March 2016		40 hours					Bytes		Pumezo	
exp 9, exp 10	6.4.2	Phase 2	Asset structure for 2016 must be created	07 March 2016							CWDM	Manager Expenditure	Pumezo	
exp 9.1	6.4.3	Phase 2	Assets – Prepare programs to update Assets from spreadsheet template with the new assetstructure for 2016	07 March 2016							Bytes		Pumezo	
	6.4.4	Phase 2	Assets – Investigation and Report how this will work	08 March 2016							CWDM & Bytes	Manager Expenditure	Pumezo	
exp 11	6.4.5	Phase 2	Assets User testing	09 March 2016							CWDM	Manager Expenditure	Pumezo	
	6.4.6	Phase 2	- Process transactions against assets	10 March 2016							Expenditure (Creditors) / Fleet	Manager Expenditure	Pumezo	
	6.4.7	Phase 2	- Import asset data	10 March 2016							Expenditure (Creditors) / Fleet	Manager Expenditure	Pumezo	
	6.4.8	Phase 2	assets User training	10 March 2016							CWDM	Manager Expenditure	Pumezo	
NT	6.4.9	Phase 2	Upload transactions to NT mSCOA Database	10 March 2016							CWDM			
	6.4.10	Phase 2	- Training for Fleet Management personnel in respect of processing anf creation of new vehicles for vehicle costing	11 March 2016		8 hours					Fleet Management		Bytes	
	6.4.11	Phase 2	Job Costing – Job Costing User testing	14 March 2016							CWDM	Manager Expenditure		
	6.4.12	Phase 2	User acceptance testing - operating	15 March 2016		16 hours								
	6.4.13	Phase 2	- Opening of Jobs on Opex as per attached schedule	15 March 2016							Expenditure (Costing)	Manager Expenditure		
	6.4.14	Phase 2	- Opening of Jobs & Components on Capex as per attached schedule	16 March 2016							Expenditure (Costing)	Manager Expenditure		

Note	Item	Phase	Description	Date		Duration							Org	Responsible	Assist	
	6.4.15	Phase 2	- Posting transactions against Job Costing	17 March 2016									Expenditure (Creditors)	Manager Expenditure		
exp 7, Exp 8	6.4.16	Phase 2	Job Costing Plan required - Investigation and Report how this will work	17 March 2016									CWDM	Manager Expenditure		
	6.4.17	Phase 2	Job Costing – Job Costing User training	18 March 2016									CWDM	Manager Expenditure		
	6.4.18	Phase 2	Activity Based Costing	21 March 2016												
	6.4.19	Phase 2	Activity Based Costing Plan required - Implementation for 2016	21 March 2016									CWDM & Bytes	Manager Expenditure		
	6.4.20	Phase 2	Other	21 March 2016												
	6.4.21	Phase 2	User Acceptance Testing Workshop - Expenditure Journals and creditors	22 March 2016									CWDM & Bytes	Manager Expenditure	Bytes	
	6.4.22	Phase 2	Sign-off - Expenditure module	23 March 2016									CWDM	Manager Expenditure		
	6.4.23	Phase 2	UAT Testing Expenditure module - Transaction Processing	24 March 2016									CWDM	Manager Expenditure		
	6.4.24	Phase 2	- Processing of direct purchasing creditor transactions as per attached schedule	24 March 2016									Expenditure (Creditors)	Manager Expenditure	Creditors' Staff	
	6.4.25	Phase 2	- Processing of order related creditor transactions as per attached schedule	24 March 2016									Expenditure (Creditors)	Manager Expenditure	Creditors' Staff / SCM	
	6.4.26	Phase 2	UAT Testing Expenditure module - Report Extraction	25 March 2016									CWDM	Manager Expenditure		
	6.4.27	Phase 2	- Extracting reports as per attached schedule	25 March 2016									Expenditure (Creditors)	Manager Expenditure	Creditors' Staff	
	6.4.28	Phase 2	UAT Testing Expenditure module - Payment Processing	25 March 2016									CWDM	Manager Expenditure		
	6.4.29	Phase 2	- Process ad-hoc Sundry- and Direct Payments for captured transactions	25 March 2016									Expenditure (Creditors)	Manager Expenditure	Creditors' Staff	
	6.4.30	Phase 2	- Process Creditor Statement payment run for captured transactions	25 March 2016									Expenditure (Creditors)	Manager Expenditure	Creditors' Staff / SCM	
	6.4.31	Phase 2	UAT Training- Expenditure module	25 March 2016									CWDM	Manager Expenditure		
	6.5	Phase 2	Billing	25 March 2016												
deb 1	6.5.1	Phase 2	Any detail that can be attributed to Billing	28 March 2016		8 hours							CWDM	Stoffel / Dirk	Adele Bower	
	6.5.13	Phase 2	Workshop with all Cashiers	04 April 2016									CWDM	Stoffel / Dirk	Adele Bower	
	6.5.14	Phase 2	User Acceptance Testing Workshop - Revenue (Billing and Receipting)	05 April 2016									CWDM	Stoffel / Dirk		
NT	6.5.15	Phase 2	Upload transactions to NT mSCOA Database	11 April 2016									CWDM			
	6.5.16	Phase 2	Sign-off - Billing module	11 April 2016									CWDM	Stoffel / Dirk		
	6.5.17	Phase 2	-Finalise and Check parameters	11 April 2016									CWDM	Stoffel / Dirk		
	6.5.18	Phase 2	UAT Testing Billing module - Client services & Metered Services	11 April 2016									CWDM	Stoffel / Dirk		
	6.5.19	Phase 2	- Tested account masterfile maintenance	11 April 2016									CWDM	Stoffel / Dirk		
	6.5.20	Phase 2	- Tested reports	11 April 2016									CWDM	Stoffel / Dirk		
	6.5.21	Phase 2	UAT Testing Billing module - Collections	11 April 2016									CWDM	Stoffel / Dirk		
	6.5.22	Phase 2	- Tested processing of agreements	11 April 2016									CWDM	Stoffel / Dirk		
	6.5.23	Phase 2	- Tested processing of indigents	11 April 2016									CWDM	Stoffel / Dirk		
	6.5.24	Phase 2	- Tested reports	11 April 2016									CWDM	Stoffel / Dirk		
	6.5.25	Phase 2	UAT Testing Billing module - Rates & Data Control	12 April 2016									CWDM	Stoffel / Dirk		
	6.5.26	Phase 2	- Tested processing of billing transactions & updates (JNL, Third Party Payments, Update Cashiers end-of-day, Invoices)	13 April 2016									CWDM	Stoffel / Dirk		
	6.5.27	Phase 2	- Tested reporting (NT & management)	13 April 2016									CWDM	Stoffel / Dirk		
	6.5.28	Phase 2	- Tested reconciliations	13 April 2016									CWDM	Stoffel / Dirk	Adele Bower	
	6.5.29	Phase 2	- Tested parameters & tariffs	13 April 2016									CWDM	Stoffel / Dirk	Adele Bower	
	6.5.30	Phase 2	- Tested monthly and annual debit raising	13 April 2016									CWDM	Stoffel / Dirk	Adele Bower	
	6.5.31	Phase 2	UAT Training- Billing module	13 April 2016									CWDM	Stoffel / Dirk	Adele Bower	
	6.5.32	Phase 2	- Training processing of billing transactions & updates (JNL, Third Party Payments, Update Cashiers end-of-day, Invoices)	13 April 2016									CWDM	Stoffel / Dirk	Adele Bower	
	6.5.33	Phase 2	- Training reporting (NT & management)	14 April 2016									CWDM	Stoffel / Dirk		
	6.5.34	Phase 2	- Training reconciliations	15 April 2016									CWDM	Stoffel / Dirk		
	6.5.35	Phase 2	- Training parameters & tariffs	15 April 2016									CWDM	Stoffel / Dirk		
	6.5.36	Phase 2	- Training monthly and annual debit raising	15 April 2016									CWDM	Stoffel / Dirk		
	6.5.37	Phase 2	- Training account masterfile maintenance	15 April 2016									CWDM	Stoffel / Dirk		
	6.5.38	Phase 2	- Training reports	15 April 2016									CWDM	Stoffel / Dirk		
	6.5.39	Phase 2	- Training processing of indigents	15 April 2016									CWDM	Stoffel / Dirk		
	6.6	Phase 2	Supply Chain Management	15 April 2016												
	6.6.1	Phase 2	Procurement	25 April 2016												
	6.6.2	Phase 2	DMP -Access to approved budget to compile Demand Management Plan	25 April 2016									CWDM	SCM Manager	Kevin	
	6.6.3	Phase 2	DMP -Compile DMP for submission to MM	26 April 2016										SCM Manager	Spencer / Pumezo	
	6.6.4	Phase 2	DMP - Training of SCM Officials	26 April 2016									CWDM	SCM Manager	Spencer / Pumezo	
	6.6.5	Phase 2	- DMP - Access to approved budget to compile Demand Management Plan	27 April 2016												
	6.6.6	Phase 2	- Budget Office to assist	27 April 2016											Spencer / Pumezo	
	6.6.7	Phase 2	- DMP: Training of SCM officials – Assisted by the Budget office	27 April 2016												
	6.6.8	Phase 2	Training for SCM officials to verify funding and relevant changes on budget.	27 April 2016										SCM Manager		
	6.6.9	Phase 2	Purchasing	27 April 2016												

	No.	Phase	Description	Date	Hours								
	6.6.10	Phase 2	Training for buyers to verify vote numbers related to assets and control items	02 May 2016							SCM Manager		
	6.6.11	Phase 2	- To verify General Vote numbers and related to assets and control items	02 May 2016									
	6.6.12	Phase 2	- Compile Training Manual (SOP) to reflect changes by SCOA to current electronic process and system AND Distribute to all users	03 May 2016									
	6.6.13	Phase 2	Testing integration between Purchasing & Creditors	04 May 2016						CWDM	SCM Manager	Manager Expenditure	
	6.6.14	Phase 2	Training to budget holders of user dept how to use the SCM request for an order	05 May 2016						CWDM			
	6.6.15	Phase 2	Vote Control Paramaters to be setup per user.	06 May 2016						CWDM	SCM Manager	Bytes	
	6.6.16	Phase 2	- VOTE CONTROL software has been developed by BYTES to assist user department with the above responsibility	09 May 2016									
	6.6.17	Phase 2	SCM Purchasing Training of Interns for support to users after implementation (new task)	10 May 2016						CWDM	SCM Manager		
NT	6.6.18	Phase 2	Upload transactions to NT mSCOA Database	10 May 2016						CWDM			
	6.6.19	Phase 2	Stores	10 May 2016									
	6.6.20	Phase 2	Training for the officials to verify vote numbers related to requests for stock items	16 May 2016							SCM Manager	Bytes	
	6.6.21	Phase 2	- The selection of unique key's/ Votes remains the responsibilities of user departments (Budget Books as primary source).	17 May 2016									
	6.6.22	Phase 2	Sub Modules - Stores - Ensure that all the control votes that are currently being used in the submodules are created in 2016 and with the correct SCOA segments linked	19 May 2016						CWDM	SCM Manager	Creditors Dept	
	6.7	Phase 2	SAMRAS KEY ROLL-OUT OF PROGRAMME	19 May 2016									
	6.7.1		Undertake an exercise to match the existing municipal SCOA classification framework. Identify and document any anomalies	06 June 2016	40 hours								
NT	6.6.18	Phase 2	Upload transactions to NT mSCOA Database	06 June 2016						CWDM			
	6.7.3	Phase 2	Deployment and testing of programmes - Testing of reports	16 June 2016	8 hours					Bytes			
	6.7.4	Phase 2	Final changes before go live on UAT system	20 June 2016	40 hours					CWDM & Bytes			
	6.7.5	Phase 2	User Acceptance Testing Workshop	27 June 2016						Bytes			
	6.7.6	Phase 2	User Acceptance Testing	27 June 2016	16 hours					CWDM & Bytes	All	Rob Dijkstra	
	6.7.7	Phase 2	Move to production and sign off	29 June 2016						Bytes			
	6.7.8	Phase 2	Start Transacting and handholding	01 July 2016	16 hours					CWDM & Bytes	All	Rob Dijkstra	
	6.8	Phase 2	upload of bulk operating expenditure into UAT										
	6.8.1	Phase 2	Training for officials on vote numbers related to existing contracts								SCM Manager	Spencer Boshoff	
	6.8.2	Phase 2	- SCM Presentation of SCOA video clip										
	6.8.3	Phase 2	Send out invitation for training										
	6.8.4	Phase 2	Compile working documents										
	6.8.5	Phase 2	Integration between SAMRAS and Collaborator to update vote numbers and expenditure.								SCM Manager	Spencer Boshoff	
	6.5.5	Phase 2	Other										
	6.5.5.2	Phase 2	UAT Testing Procurement module (Stores)							CWDM	SCM Manager	Spencer / Pumezo	
		Phase 2	- SCM Presentation of SCOA										
		Phase 2	- Training for the officials to verify vote numbers related to requests for stock items										
		Phase 2	Send out invitations for training and organise venue										
		Phase 2	Compile Working documents										
		Phase 2	to inform all users and compile test criteria sheet										
		Phase 2	- - - All testing criteria sheets to be stored on G drive										
		Phase 2	Obtain new control votes from CFO										
		Phase 2	- Proposed testing criteria:										
		Phase 2	- - - Unique key/ Vote number										
		Phase 2	- - - Store fields and Commodities										
		Phase 2	- - - Dispatching from vote										
		Phase 2	- - - Sub Modules - Ensure that all the control votes that are currently being used in the sub-modules are created in 2015 and with the correct SCOA segments linked										
		Phase 2	Final testing - UAT										
	6.5.5.3	Phase 2	UAT Testing Procurement module (Purcahsing)							CWDM	SCM Manager	Spencer / Pumezo	
		Phase 2	Inform all users and compile test criteria sheet										
		Phase 2	Ensure all testing criteria sheets is saved on the G drive										
		Phase 2	Obtain new Unique Key/ Votes										
		Phase 2	- Proposed testing Criteria:										
		Phase 2	- - - Unique key / Vote numbers										
		Phase 2	- - - Change of orders										
		Phase 2	- - - Cancellation of orders										
		Phase 2	- - - Authorization of orders										
		Phase 2	- - - Whole requisition to order procedure										

exp	No.	Phase	Task								Responsible	Role	Person
		Phase 2	- - - Exceed budget transactions										
		Phase 2	- - - Integration between purchasing to Creditors for payment of orders – including part payments against orders										
		Phase 2	- - - Testing vote control to users										
		Phase 2	- - - Test if orders carry over to next financial year										
		Phase 2	- - - DATA ADMIN: Test Accumulative expenditure for TCC										
		Phase 2											
	6.5.5.4	Phase 2	UAT Testing Procurement module (Procurement)								CWDM	SCM Manager	Spencer / Pumezo
		Phase 2	Inform all users and compile test criteria sheet										
		Phase 2	- All testing criteria sheets to be saved on G drive										
		Phase 2	obtain new Unique Keys/ votes										
		Phase 2	- Proposed test criteria:										
		Phase 2	- - - Test if Bytes CRON JOB runs through to Collab										
		Phase 2	Follow up with COLLAB if enough characters is available for current CRON job										
		Phase 2	DRY RUN										
	6.5.5.5	Phase 2	UAT Training- Procurement module								CWDM	SCM Manager	
		Phase 2	- SCM Presentation of SCOA video clip										
	6.6.4	**Phase 2**	**Samras Plus Environment (SCOA)**										
	6.6.4.1	Phase 2	SSL Certificate for NT Portal								CWDM / Bytes	ICT Manager	ICT/Bytes
	6.6.4.2	Phase 2	Change Firewall to allow access								CWDM	ICT Systems Administrator	Samras System Administrator
	6.6.4.3	Phase 2	Testing Access through firewall								CWDM/Bytes	ICT Systems Administrator	Samras System Administrator/Bytes
	6.7	**Phase 2**	**Financial Accounting**										
	6.7.1	Phase 2	**Main Ledger (ML)**										
	6.7.1.1	Phase 2	User Acceptance Testing - Main Ledger								CWDM & Bytes	Martin Lesch	Rob Dijkstra
exp 3	6.7.1.2	Phase 2	Prepare New ML structure for 2015/2016								CWDM	Martin Lesch	
		Phase 2	- Compose ML structure on Excel Spreadsheet								CWDM	Martin Lesch	
		Phase 2	- Import ML spreadsheet								CWDM	Martin Lesch	
		Phase 2	- Test creation of additional ML control votes								CWDM	Martin Lesch	
		Phase 2	- Verification correct import of ML vote structure								CWDM	Martin Lesch	
		Phase 2	- Small adjustments made to ML votes & descriptions								CWDM	Martin Lesch	
		Phase 2	- Testing of ML journals								CWDM	Martin Lesch	
exp 6	6.7.1.4	Phase 2	Balances must be transferred from 2014 votes to 2015 SCOA votes – a allocation exercise will have to be done/tested								CWDM	Stoffel / Dirk	
		Phase 2	- Process jnl moving current balance to new control votes										
exp 4.1, exp 5.1, exp 6.1	6.7.1.6	Phase 2	Prepare programs to update ML from spreadsheet template								Bytes		
	6.7.1.7	Phase 2	Update ML from spreadsheet								Bytes		
exp 12, exp 12.1	6.7.1.8	Phase 2	Sub Modules - Expenditure - Ensure that all the control votes that are currently being used in the submodules are created in 2014/15, and in 2015/16 with the correct SCOA segments linked								CWDM	Manager Expenditure	
exp 12.2	6.7.1.9	Phase 2	Sub Modules - Billing - Ensure that all the control votes that are currently being used in the submodules are created in 2015 and with the correct SCOA segments linked								CWDM	Stoffel / Dirk	Kevin
		Phase 2	Maintain detailed training and testing schedules for own use								CWDM	Stoffel / Dirk	
	6.7.1.11	Phase 2	User Acceptance Testing Workshop - Cashbook, repeat Journals, Capital Budget, Main Ledger								CWDM & Bytes	Martin Lesch	Rob Dijkstra
	6.7.1.12	Phase 2	Sign-off - Financial Accounting module								CWDM	Martin Lesch	
	6.7.1.13	Phase 2	UAT Testing Financial Accounting module - Impact on Reports								CWDM	Martin Lesch	
		Phase 2	- Determine impact of SCOA on reports								CWDM	Martin Lesch	
		Phase 2	- Determine impact of Easy Queries								CWDM	Martin Lesch	
	6.7.1.14	Phase 2	UAT Testing Financial Accounting module - Reports								CWDM	Martin Lesch	
		Phase 2	- Test Budget reports								CWDM	Martin Lesch	
		Phase 2	- Test Easy Queries								CWDM	Martin Lesch	
		Phase 2	- Test Balance Sheet & Income Statement Reports								CWDM	Martin Lesch	
	6.7.1.15	Phase 2	UAT Testing Financial Accounting module - Assistance								CWDM	Martin Lesch	
		Phase 2	- Train intern to assist in SCOA enquiries								CWDM	Martin Lesch	
	6.7.1.16	Phase 2	UAT Training- Financial Accounting module								CWDM	Martin Lesch	
		Phase 2	- Test bank reconciliation functionality								CWDM	Martin Lesch	
	7	**Phase 3**	**PHASE 3 - REPORTING MODULES**										
	7.1	**Phase 3**	**DEVELOPMENT - PHASE 3 - WEB PORTAL**										

7.1	Phase 3	**PHASE 3 - Stelenbosch LEGESLATIVE REPORTING**									
7.2.1	Phase 3	**Budget Reports**									
7.1.1	Phase 3	Development of Reports (List to be created)						CWDM	Finance Management Team		
7.1.2	Phase 3	Testing of Reports (per List)						CWDM	Finance Management Team		
7.2.1	Phase 3	**AFS Reports (plus IDP, SDBIP, ANNUAL REPORT)**									
7.1.1	Phase 3	Development of Reports (List to be created)						CWDM	Finance Management Team		
7.1.2	Phase 3	Testing of Reports (per List)						CWDM	Finance Management Team		
7.2.1	Phase 3	**SCM Reports**									
7.1.1	Phase 3	Development of Reports (List to be created)						CWDM	SCM Manager		
7.1.2	Phase 3	Testing of Reports (per List)						CWDM	SCM Manager		
7.2.1	Phase 3	**Revenue Reports**									
7.1.1	Phase 3	Development of Reports (List to be created)						CWDM	Stoffel / Dirk		
7.1.2	Phase 3	Testing of Reports (per List)						CWDM	Stoffel / Dirk		
7.2.1	Phase 3	**Expenditure Reports**									
7.1.1	Phase 3	Development of Reports (List to be created)						CWDM	Manager Expenditure		
7.1.2	Phase 3	Testing of Reports (per List)						CWDM	Manager Expenditure		
7.1	Phase 3	**PHASE 3 - CWDM MANAGEMENT REPORTING**									
7.2.1	Phase 3	**Budget Reports**									
7.2.2	Phase 3	Compilation of detail budgets - SCOA classification across segments (2017/18 MTREF)									
7.2.3	Phase 3	Prepare and finalise take on opening balances and historical information and data									
7.2.4	Phase 3	Budget conversion to mSCOA Tables									
7.2.5	Phase 3	Clearing of suspense accounts, clearing acounts, control accounts and interface accounts									
7.2.6	Phase 3	Development of Reports (List to be created)						CWDM	Finance Management Team		
7.2.7	Phase 3	Testing of Reports (per List)						CWDM	Finance Management Team		
7.2.1	Phase 3	**AFS Reports (plus IDP, SDBIP, ANNUAL REPORT)**									
7.1.1	Phase 3	Development of Reports (List to be created)						CWDM	Finance Management Team		
7.1.2	Phase 3	Testing of Reports (per List)						CWDM	Finance Management Team		
7.2.1	Phase 3	**SCM Reports**									
7.1.1	Phase 3	Development of Reports (List to be created)						CWDM	SCM Manager		
7.1.2	Phase 3	Testing of Reports (per List)						CWDM	SCM Manager		
7.2.1	Phase 3	**Revenue Reports**									
7.1.1	Phase 3	Development of Reports (List to be created)						CWDM	Stoffel / Dirk		
7.1.2	Phase 3	Testing of Reports (per List)						CWDM	Stoffel / Dirk		
7.2.1	Phase 3	**Expenditure Reports**									
7.1.1	Phase 3	Development of Reports (List to be created)						CWDM	Manager Expenditure		
7.1.2	Phase 3	Testing of Reports (per List)						CWDM	Manager Expenditure		
7.2.1	Phase 3	**Other Reports (Easy Query)**									
	Phase 2	Rebuild easy query programs to pickup new layouts						CWDM	ICT Manager		
7.1.2	Phase 3	Testing of Reports						CWDM	ICT Manager	Team	
7.1	Phase 3	**PHASE 3 - BYTES REPORT MAINTENANCE**									
7.2.1	Phase 3	**Bytes Reports**									
7.1.2	Phase 3	Reports handed over to Bytes for future maintenance						Bytes			
7.1.2	Phase 3	Testing of Reports						Bytes			
8	Phase 4	**SAMRAS FOR SCOA GO LIVE - PHASE 4**									
8.1	Phase 4	**Budget**									
8.1.1	Phase 4	Typical work streams						CWDM	Martin Lesch		
8.1.1	**Phase 4**	- Typical work streams projects added to production.							Martin Lesch		
8.1.2	Phase 4	Align Business Processes to SCOA requirements						CWDM	All		
8.1.3	Phase 4	Fully implement four other segments for OPEX budget, fully implement CAPEX budget and double entry budgeting:					CWDM	CWDM			
8.1.4	Phase 4	Implementation plan amendments to further implement the 2015/2016 budget on the system:						CWDM	Martin Lesch		
8.1.5	Phase 4	Project segment (Limited projects on typical work streams) - Full implement of capital projects, operational repairs & maintenance and majority of typical work streams required:						CWDM	Martin Lesch		
8.1.6	Phase 4	Compile AFS reporting formats aligned to SCOA internal controls						CWDM	Martin Lesch		
8.1.7	Phase 4	Budget reporting formats (MBRR)									
8.1.8	Phase 4	Annual financial statement									
8.1.9	Phase 4	Section 71 and 71 monthly reporting (current format)									
8.1.10	Phase 4	Budgets fully aligned with SCOA classification framework						CWDM	Martin Lesch		
8.1.11	Phase 4	- PlanBudget Alignment to IDP						CWDM	Finance Management Team		
8.1.12	Phase 4	- PlanBudget Alignment to SDBIP						CWDM	Finance Management Team		
8.1.13	Phase 4	- Determine System to be used for IDP						CWDM	Finance Management Team		
8.1.14	Phase 4	- Test Budget Alignment						CWDM	Finance Management Team		

ye1	8.1.15	Phase 4	Make sure that the budget for 2015 has been copied over from Provisional to Actual							Martin Lesch	CWDM	Martin Lesch
NT		Phase 4	submit test transactions (10th every month)	10 July 2016								
	8.2	Phase 4	**Expenditure**									
	8.2.1	Phase 4	**Payroll/Payday Alignment**									
	8.2.1.1	Phase 4	PayDay budget alignment with CWDM 7 segments							CWDM	Manager Expenditure	
	8.2.1.2	Phase 4	Agreement on process and documentation of process for where there is a change of budget within Samras and for PayDay to be notified.							CWDM	Manager Expenditure	
		Phase 4	- PayDay require Vendor SCOA Segments from Bytes to be linked to SCOA Post Module on PayDay							PayDay / Bytes	PayDay	Bytes
exp 15	8.2.1.3	Phase 4	PayDay budget alignment with CWDM 7 segments							CWDM	Manager Expenditure	
		Phase 4	- Update alignment report for Co1, 2 & 4 (EXP-SCOA2)							Expenditure (Salaries)	Manager Expendture	
		Phase 4	- Import alignment report to Co1, 2 & 4 (IMP-SCOA2)							Expenditure (Salaries)	Manager Expendture	
	8.2.1.4	Phase 4	Signoff of data content – budget import to production							CWDM	Manager Expendture	
	8.2.1.5	Phase 4	Signoff of functional testing of interface of transaction layer between Samras and PayDay							CWDM	Manager Expendture	
		Phase 4	- Testing of "Kempton Park" batch inputs for capturing overtime, acting allowances, travel claims, etc.							Expenditure (Salaries)	Manager Expendture	
		Phase 4	- Testing of "Comp 91" transactions for the payment of Pension, Medical, Garnishee, etc.							Expenditure (Salaries)	Manager Expendture	
	8.2.1.6	Phase 4	Signoff of sub ledger import as we require the detail in the main ledger for the NT portal drill - Salary Data							CWDM	Manager Expendture	
	8.2.2	Phase 4	**Costing**									
	8.2.2.2	Phase 4	Costing segment: Full implementation of costing segment							CWDM	Manager Expendture	
	8.2.3	Phase 4	**Assets**									
	8.2.3.1	Phase 4	Workshop - Assets Process							CWDM & Bytes	Manager Expendture	
	8.3	**Phase 4**	**Billing Parameters**									
	8.4	**Phase 4**	**Change Management/Stakeholder Engagement**									
	8.4.1	Phase 4	**Change Management**									
	8.4.1.1	Phase 4	Change Management							CWDM	All	
	8.4.1.2	Phase 4	Communication 1 - What is SCOA, update business - Video							CWDM	mSCOA Project Leader	
	8.4.1.3	Phase 4	Communication 2 - Progress to date							CWDM	mSCOA Project Leader	
	8.4.1.4	Phase 4	Communication 3 - Way forward							CWDM	mSCOA Project Leader	
	8.4.1.4	Phase 4	Communication 4 - Big Bang training							CWDM	mSCOA Project Leader	
ye7	8.4.1.5	Phase 4	Communication to organisation on 15 June, 30 June and 1 July that system will be off-line on 1 July till 13h00							CWDM	mSCOA Project Leader	
ye8	8.4.1.6	Phase 4	Communication to organisation - Staff to be Alerted may require to work weekend 4 and 5 July 2015 if system requires role back (at latest 3 July 2015).							CWDM and Bytes	Finance Senior Managers	
	8.4.2	Phase 4	**Training - Business**							CWDM	mSCOA Project Leader	
	8.4.2.1	Phase 4	Big Bang Training to business							CWDM	mSCOA Project leader	All
	8.4.2.2	Phase 4	Specialised Training 1 - Needs basis							CWDM	mSCOA Project Leader	
	8.5	**System Test**	**Other - Full Testing**									
exp 16	8.5.1	System Test	Test payment run for year-end after 1 July on UAT Environment							CWDM	Manager Expenditure	
		System Test	Rebuild easy query programs to pickup new layouts							CWDM	ICT Manager	
		System Test	IT - Billing Support							CWDM / Bytes	ICT Manager	Bytes
		System Test	- Build Cross reference file - Prop Rates							CWDM	ICT Manager	Bytes
		System Test	- Setup of parameters							CWDM/Bytes	ICT Manager	Bytes
		System Test	- Add 2015/16 Billing tables							CWDM	ICT Manager	
		System Test	- Adjust billing formulas							CWDM	ICT Manager	
		System Test	- Cashier printing from Frontier							CWDM/Bytes	ICT Manager	Bytes
		System Test	IT - Expenditure Support						CWDM / Bytes	CWDM / Bytes	ICT Manager	Bytes
		System Test	-Setup of parameters - Multiple controls for creditors							CWDM/Bytes	ICT Manager	Bytes
		System Test	-Setup of parameters - Control votes - banking etc							CWDM/Bytes	ICT Manager	Bytes
		System Test	-Assist departments on practical issues							CWDM	ICT Manager	
ye2	8.5.2	System Test	Do a period end at end of day – 30 June 2015							CWDM	ICT Manager	
ye3	8.5.3	System Test	Make a backup the night of 30 June 2015 – after all processing has been completed for the day							CWDM	ICT Manager	
ye4	8.5.4	System Test	Change all the parameters in the sub modules to look at the 2015 costing structure							Bytes		CWDM
ye5	8.5.5	System Test	Make sure that the SCOA flag has been switch on							CWDM	ICT Manager	
	8.5.6.1	System Test	Do a year end dry run in UAT: for 1 hour from 08h00 (DAY 1) and then check balances and do End of Day procedure:							CWDM and Bytes	Bytes, Finance and All Departments	

	8.5.6.2	**System Test**	Do a year end dry run in UAT: for another 1 hour from 11h00 (DAY 2) and then check balances and do End of Day procedure;								CWDM and Bytes	Bytes, Finance and All Departments	
ye10	8.5.6.3	**System Test**	Do a year end dry run in UAT: do a Year End on UAT system, check year end and new year results again.								CWDM and Bytes	Bytes, Finance and All Departments	
	8.5.6.4	**System Test**	Do a year end dry run in UAT: for 1 hour from 08h00 (DAY 1) and then check balances and do End of Day procedure;								CWDM and Bytes	Bytes, Finance and All Departments	
	8.5.6.5	**System Test**	Do a year end dry run in UAT: for another 1 hour from 11h00 (DAY 2) and then check balances and do End of Day procedure;								CWDM and Bytes	Bytes, Finance and All Departments	
	8.5.6.6	**System Test**	Do a year end dry run in UAT: do a Year End on UAT system, check year end and new year results again.								CWDM and Bytes	Bytes, Finance and All Departments	
	8.5.6.7	**System Test**	Do a year end dry run in UAT: for 1 hour from 08h00 (DAY 1) and then check balances and do End of Day procedure;								CWDM and Bytes	Bytes, Finance and All Departments	
	8.5.6.8	**System Test**	Do a year end dry run in UAT: for another 1 hour from 11h00 (DAY 2) and then check balances and do End of Day procedure;								CWDM and Bytes	Bytes, Finance and All Departments	
	8.5.6.9	**System Test**	Do a year end dry run in UAT: do a Year End on UAT system, check year end and new year results again.								CWDM and Bytes	Bytes, Finance and All Departments	
	9	**Sign off**	**SCOA OPERATIONAL COMPLIANCE - PHASE 5**										
	9.1	**Sign off**	**Phase 5 - mSCOA acceptance testing and sign off by all Stakeholders**										
	9.1.1	**Sign off**	Directorate: Finance										
	9.1.2	**Sign off**	Directorate: Strategic & Corp Services										
	9.1.3	**Sign off**	Directorate: Planning & Economic Development										
	9.1.4	**Sign off**	Directorate: Engineering Services										
	9.1.5	**Sign off**	Directorate: Community & Protection										
	9.1.6	**Sign off**	Directorate: Human Setlements & Propery Development										
	9.1.7	**Sign off**	Acceptance and sign by Council										
	9.1.8	**Sign off**	Audit and Risk Management acceptance and sign off										
		SCOA	**Phase 6 - NT mSCOA Compliant Accrediation**										
		Training	**End User Training - Transactional Processing (Bespoke Training - Vendor)**										