ANNEXURE "M"

MSCOA PROJECT IMPLEMENTATION PLAN

Milestones	CWDM / Bytes	TASK	Hours	Due Date	Actual Date	Municipal Resource	Bytes Resource	Comments	Status	ASSIGNED
		Establish mSCOA Core Project Team	4	01/02/2016	01/02/2016	Martin Lesch	Bytes			
		Bytes input for project plan	8	02/02/2016	02/02/2016	Martin Lesch	Bytes			
		Document baseline	8	03/02/2016	03/02/2016	Martin Lesch	Bytes			
		Gather solution requirements	8	03/02/2016	03/02/2016	Martin Lesch	Bytes			
		Complete check list & return to Bytes	8	04/02/2016	04/02/2016	Martin Lesch	Bytes			
Implement mSCOA Version of new Systems and Database Architecture - UAT system			8	01/02/2016	01/02/2016	Martin Lesch	Bytes			
		Review IT Infrastructure	2	28/01/2016	28/01/2016	Martin Lesch	Bytes			
		Complete ICT assessment form - send to bytes.	16	28/01/2016	28/01/2016	Martin Lesch	Bytes			
Establish UAT (User Acceptance Test) environment			2	28/01/2016	28/01/2016	Martin Lesch	Bytes			
		Load UAT system on client server (with test data)	8	24/02/2016	24/02/2016	Martin Lesch	Bytes			
		Document 3rd party interfaces	16	24/02/2016	24/02/2016	Martin Lesch	Bytes			
		Align to Municipal standard Classification	16	24/02/2016	24/02/2016	Martin Lesch	Bytes			
		line by line comparison (Items)	16	24/02/2016	24/02/2016	Martin Lesch	Bytes			
Data cleansing. (done by Municipality)			40	24/02/2016	24/02/2016	Martin Lesch	Bytes			
Checking of spreadsheet from UAT - this spreadsheet could be repeated			16	30/12/2015	30/12/2015	Martin Lesch	Bytes			
		Load CIMS - Incident reporting system	40	22/02/2016		Martin Lesch	Bytes			
		defining funding sources	8	01/01/2016	01/01/2016	Martin Lesch	Bytes			
		define regional indicators	16	01/01/2016	01/01/2016	Martin Lesch	Bytes			
		define operational and capital projects	16	01/01/2016	01/01/2016	Martin Lesch	Bytes			
		Update costing Methodology	16	01/01/2016	01/01/2016	Martin Lesch	Bytes			
		verify coverage mSCOA to IDP	16	01/01/2016	01/01/2016	Martin Lesch	Bytes			
		Add breakdown to future IDP	8	01/01/2016	01/01/2016	Martin Lesch	Bytes			
		Develop system test scenarios	2	01/01/2016	01/01/2016	Martin Lesch	Bytes			
Checking of spreadsheet from UAT - this process could be repeated			2	01/01/2016	01/01/2016	Martin Lesch	Bytes			
Importing of Spreadsheets (latest version) - repeat till correct			3	01/01/2016	01/01/2016		Bytes			
Import "dummy Budget" to verify all items have been identified.			40	01/01/2016	01/01/2016		Carin, Rob			
START DATE				07/03/2016	07/03/2016		Carin, Rob			
Data Cleansing		Program to close cr/accnt numbers	2	07/03/2016		Martin Lesch	Carin			
Creditors		Make provision for multiple creditors control	2	08/03/2016		Martin Lesch	Carin			
		Creditor to be set-up with National Treasury codes	4	09/03/2016		Martin Lesch	Carin			
		link new home vote to the mSCOA Expenditure/Income	16	31/03/2016		Martin Lesch	Carin			
		Ensure changes have been made before "go-live"	8	01/04/2016		Martin Lesch	Carin			
Expenditure		expenditure data alignment	8	09/03/2016		Martin Lesch	Carin			
Testing - Creditors		Importing of Spreadsheets (latest version)	40	18/03/2016		Martin Lesch				
Confirmation		Confirmation that import data is correct.	40	25/03/2016		Martin Lesch				
		the importing and confirmation process will be repeated several times	16	22/03/2016		Martin Lesch				
		New ledger to be created (mSCOA format)	8	23/03/2016		Martin Lesch				
Short Codes		New cost code with 7 segments to be created	8	22/03/2016		Martin Lesch				
		Check reports and eliminate all "default" entries (where possible)	4	23/03/2016		Martin Lesch				
		The creation of short codes for ease of operation in mSCOA transacting	4	23/03/2016		Martin Lesch				
		Ensure all control votes in sub modules are created in mSCOA	4	23/03/2016		Martin Lesch				
		Create impairment votes in Main Ledger and link to mSCOA	2	24/03/2016		Martin Lesch				
Inform National Treasury of regional breakdown.		Transactional process in Samras - Creditors	7	11/04/2016		Martin Lesch				
Training		Add breakdown to future IDP	1	12/04/2016		Martin Lesch				
Capital Budget		Costing structure to be linked to mSCOA 7 segments	4	13/04/2016		Martin Lesch				
		Transfer balances from pre-SCOA to new mSCOA	2	14/04/2016		Martin Lesch				
		Inform National Treasury of regional breakdown.	2	05/04/2016		Martin Lesch	Carin			
Job Costing		New Job costing structure to be created	8	06/04/2016		Martin Lesch	Carin			
		Home vote must be linked to new mSCOA register	8	08/04/2016		Martin Lesch	Carin			

Category	Task	Hrs	Date	Responsible	Support
	link new home vote to the mSCOA Expenditure/Income	4	08/04/2016	Martin Lesch	Carin
Vehicle costing	Testing - Job Costing	4	08/04/2016	Martin Lesch	Carin
	New vehicle costing structure to be created	4	18/04/2016	Martin Lesch	Carin
	Home vote must be linked to new mSCOA register for all Items	4	18/04/2016	Martin Lesch	Carin
	Fleet data alignment	8	19/04/2016	Martin Lesch	Carin
	Testing - Vehicle costing	8	20/04/2016	Martin Lesch	Carin
Stores	Make provision for stores costs	2	21/04/2016	Martin Lesch	Carin
	Make provision supply chain cost codes	6	22/04/2016	Martin Lesch	Carin
Supply Chain	Testing - Stores	2	09/05/2016	Martin Lesch	Carin
	Creditor to be set-up with National Treasury codes	2	10/05/2016	Martin Lesch	Tobani
	Ensure changes have been made before "go-live"	4	10/05/2016	Martin Lesch	Tobani
Training	Identify Cost codes used	4	11/05/2016	Martin Lesch	Tobani
	SCM module	8	11/05/2016	Martin Lesch	Carin
Assets	Asset data alignment	16	09/05/2016	Kotie	Carin
	Testing - assets	8	11/05/2016	Martin Lesch	Carin
Bank Recon	Change cost codes in parameters	2	09/05/2016	Martin Lesch	Carin
	Testing - Bank reconciliation	4	10/05/2016	Martin Lesch	Carin
	Bank institute maintenance	2	25/05/2016	Kotie	Carin
	Testing of changes, ensure all cost codes are correct	8	26/05/2016	Kotie	Alex
Payroll	Payroll data alignment	2	25/05/2016	Kotie	Alex
	Change cost codes identified	2	25/05/2016	Kotie	Alex
Testing	Testing - Payroll	8	26/05/2016	Kotie	Alex
	Preperation - Debtors	8	25/05/2016	Martin Lesch	Carin
Debtors	Billing data Alignment	4	25/05/2016	Martin Lesch	Alfred
	Split income and control votes to mSCOA requirements	4	25/05/2016	Martin Lesch	Alfred
	Testing - Debtors	8	25/05/2016	Martin Lesch	Alfred
	Reconcile the debtors and creditors systems	2	26/05/2016	Martin Lesch	Alfred
Receipting	Compile a new list of cost codes for cashiers	2	27/05/2016	Martin Lesch	Alfred
	Testing - Receipting	2	27/05/2016	Martin Lesch	Alfred
Pre-going LIVE	Switch on UAT for transacting	2	23/05/2016	Martin Lesch	Carin
	Handholding and upload OPEX	16	28/05/2016	Martin Lesch	Carin
	Implement budget module	16	27/05/2016	Martin Lesch	Carin
	Matching the existing votes to mSCOA framework	16	26/05/2016	Martin Lesch	Carin
	match vote, cost center & bud structure	40	25/05/2016	Martin Lesch	Carin
	Review the business process impact	40	24/05/2016	Martin Lesch	Carin
Testing	User acceptance testing - operational	8	29/05/2016	Martin Lesch	Carin
	User acceptance testing - operational - verification	16	30/05/2016	All Staff	Bytes staff
Testing	User acceptance testing - Capital	8	31/05/2016	All Staff	Bytes staff
	User acceptance testing - Capital - verification	16	06/06/2016	All Staff	Carin
Testing	User acceptance testing - General	8	07/06/2016	All Staff	Carin
	User acceptance testing - General - verification	16	08/06/2016	All Staff	Carin
	Parameter and account verification	16	09/06/2016	All Staff	Carin
Testing	Final full transactional testing	16	10/06/2016	All Staff	Carin
	Change bank Reconciliation parameters	8	06/06/2016	All Staff	Carin
	Change Payroll parameters	8	07/06/2016	All Staff	Bytes staff
	Change each erf to the new mSCOA rates tariff	8	27/06/2016	All Staff	Bytes staff
	FULL system transactional testing JUNE 2016 (all hands on deck)	8	09/06/2016	All Staff	Bytes staff
	Switch on Transaction on UAT		**01/07/2016**	**Bytes staff**	**Bytes staff**