

Client	Project Name
National Department of Education	DoE ICT PPP
Prepared by	Project Code
Anri Bernot	155162

A	File	Client/Engagement Acceptance
A1	1	Prospective Client Evaluation & Client Continuance
A2	1	Prospective Engagement Evaluation & Acceptance
A3	1	Conflict and Independence Review
A4	1	Sub-Contractors: Subcontractor agreement & Due Diligence Review
A5	2	Other Proposal documents: Opportunity Assessment, Proposal checklist, Terms of Reference, Briefing session, Proposal Correspondence, Other proposal documents

B	File	Contracting
B1	2	Partner and Client Approved Engagement Letter or Contract
B2	2	Formal Scope Changes to Approved Engagement Letter or Contract
B3	3	Proposal/Tender Accepted by Client

C	File	Plan/Startup: Project Approach
C1	3	Project Charter & Project Execution Plan
C2	3	Work Plan & Budget
C3	3	Resource Management Plan C3.1 Resource Plan, including Roles & Responsibilities C3.2 On/Off Boarding <i>(Also refer to the Preposal & B2 & B3 & C2)</i>
C4	3	Quality Management Plan C4.1 Quality Management and Control: Process C4.2 Quality Management and Control: Deliverables
C5	4	Communications Management Plan C5.1 Communications Plan C5.2 Authorisation for Client Communications
C6	4	Risk Management Plan & Confidentiality Undertakings

D	File	Plan/Startup: Engagement Kick-off
D1	4	Setting Up Project Infrastructure & K-client authorisation and setup
D2	4	Kick-off Meeting & Risk Log
D3	4	Rapid Start

E	File	Coordinate/Delivery: Engagement Execution
E1	4	Needs Analysis
E1.1	4	Information Gathering & Analysis
E1.2	5	Fieldwork as per Methodology Guidance & Minutes of meetings/ Workshops
E1.3	5	Review and Provide Deliverable
E1.4	5	Transmittal Letter
E2	6	Option Analysis
E2.1	6	Information Gathering & Analysis
E2.2	6	Fieldwork as per Methodology Guidance & Minutes of meetings/ Workshops
E2.3	6	Review and Provide Deliverable
E2.4	6	Transmittal Letter
E3	7	Due Diligence
E3.1	7	Information Gathering & Analysis
E3.2	7	Fieldwork as per Methodology Guidance & Minutes of meetings/ Workshops
E3.3	7	Review and Provide Deliverable
E3.4	7	Transmittal Letter
E4	7	Value Assessment
E4.1	7	Information Gathering & Analysis
E4.2	8	Fieldwork as per Methodology Guidance & Minutes of meetings/ Workshops
E4.3	8	Review and Provide Deliverable
E4.4	8	Transmittal Letter
E5.1	9	Economic Valuation

E5.2	9	Procurement
E5.3	9	Implementation Plan
E5.4	9	Governance
E5.5	9	Way Forward
E6	10	Expression of Interest workings (Refer to Due Diligence report for final Summary)

F	File	Coordinate/Delivery: Engagement Monitoring
F1	11	Scope & Change Control
F2	11	Cost Control
F3	11	Engagement Risk Control
F4	11	Quality Control
F5	11	Team Management F5.1 Transition Reports
F6	11	Schedule Control
F7	12	Steering Committee Meeting Agendas & Minutes
	13	Hedcom ICT Subcommittee Meeting Agendas & Minutes
	14	Inter provincial Meeting Agendas & Minutes
	14	PMC Meeting Agendas & Minutes
	14	Other Meeting Agendas & Minutes
F8	15	Project Correspondence & Notes



G	File	Close-out
G1	15	Cost Reconciliation & Billing
G2	15	Engagement Completion Checklist G2.1 Engagement Close Checklist G2.2 Supplementary GREG Compliance Checklist
G3	15	Final Project Deliverables
G4	15	Closure Letter or Meeting

DJF/RAS