



**Municipal Infrastructure Support Agent (MISA)**

Cooperative Governance & Traditional Affairs (CoGTA)

1303 Heuwel Avenue, Riverside Office Park, Letaba House, Centurion

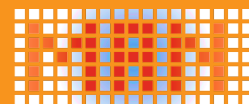
# MIPMIS USER MANUAL

1. The Asset Register Module
2. The Project Life Cycle Module
3. The Incident Reporting Module
4. MIPMIS Reports

# MIPMIS

Municipal Infrastructure  
Performance Management  
Information System

Developed by:



MUNICIPAL ACTION NETWORK



# Introduction to the Municipal Infrastructure Performance Management Information System



MIPMIS/MISA/004/2012/ICT

Version 1.6.0

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## Acknowledgements

*National Treasury – NT*

*Department of Cooperative Governance - CoGTA*

*Department of Provincial and Local Government – DPLG*

*South African Local Government Association – SALGA*

*Municipalities of South Africa*

*Construction Industry Development Board - CIDB*

*Municipal Infrastructure Support Agent - MISA*

## *FOREWORD*

*Honourable Minister of Cooperative Governance and  
Traditional Affairs*

DRAFT

*Director General - Cooperative Governance and  
Traditional Affairs*

DRAFT

*Chief Executive Officer - Municipal Infrastructure  
Support Agent*

DRAFT

## *Glossary of Terms*

APP – Annual Performance Plan

ARs – Asset Registers

B2B – Back to Basics

BPM – Business Process Mapping

BPM – Business Process Mapping

DCoG – Department of Cooperative Governance

CMIP - Comprehensive Municipal Infrastructure Plan

CoGTA – Cooperative Governance and Traditional Affairs

CRC – Current Replacement Cost

DMS – Degrees, Minutes, Seconds

DPLG – Department of Provincial and Local Government

DR – Disaster Recovery

DRC – Depreciated Replacement Cost

DRP – Disaster Recovery Planning

DRS – Disaster Recovery Server

EF – Entity Framework

ETL - Extraction, Transformation, and Loading

EUL – Estimated Useful Life

GIAMA - Government Immovable Asset management Act

GRAP - Generally Recognized Accounting Practice

HDD – Hard Disk Drive

HTML - Hypertext Markup Language

HTTP - Hypertext Transfer Protocol

ICT – Information and Communications Technology

IDMS – Infrastructure Delivery Management System

IDP – Integrated Development Plan

KPI – Key Performance Indicator

LAN – Local Area Network

LGTAS – Local Government Turn-Around Strategy

MANC – Municipal Action Network Consortium

MFMA – Municipal Finance Management Act

MIG – Municipal Infrastructure Grant

MIGMIS – Municipal Infrastructure Grant Management Information System

MIPMIS – Municipal Infrastructure Performance Management Information System

MISA – Municipal Infrastructure Support Agent

MSTS – Municipal Sectoral Technical Support

MVC – Model View Controller

NT – National Treasury

PIP – Project Implementation Plan

PPE – Property, plant and Equipment

PPM – Provincial Programme Manager

QA – Quality Assurance

QMC – Qlikview Management Console

RUL – Remaining Useful Life

SALGA – South African Local Government Association

SITA – State Information Technology Agency

SPV – Special Purpose Vehicle

TC – Technical Consultant

WAN – Wide Area Network

XML - Extensible Markup Language



# Introduction to the Municipal Infrastructure Performance Management Information System

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# Section A: Introduction to MIPMIS



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# 1 Overview

MIPMIS may be regarded as the first ever South African project that will provide MISA with the South African Infrastructure Report Card supported by a Municipal Infrastructure Database. This will provide a clear assessment of the condition of municipal infrastructure and the state of infrastructure management in South Africa. It evaluates the state of municipal drinking-water systems, wastewater and storm water networks, and roads.

Thus it provides data on each of these service delivery areas. In other words, once the data is extrapolated, captured or extracted from other systems such as DIMS or MIGMIS a detailed assessment of the capacity, condition and performance of South Africa's municipal infrastructure networks can be done.

The MIPMIS project was created by MISA to establish a rigorous, repeatable process for assessing the health of South Africa's infrastructure and to inform MISA technical teams, municipal stakeholders, policymakers and other stakeholders about immediate, medium-term and long term service delivery issues and trends. MIPMIS can be used as a management tool by engineers and asset management teams to plan infrastructure purchases in advance, to integrate planning and to develop asset management capacity of individual, district level and provincial level municipal service delivery.

Through MIPMIS, MISA will make recommendations and will assist municipalities to improve infrastructure network performance and assist to remove barriers to delivery, such as financing, planning and procurement, and provide insight into improved asset management for service delivery. It is not MISA's aim to criticise municipalities, but to offer recommendations that will enable municipalities to improve the state of South Africa's infrastructure. Through MIPMIS, MISA will offer help where it can and show how the expertise and skills in the relevant sectors can empower the delivery of vital infrastructure assets which serve society and enable economic growth.



## 2 The MIPMIS solution

### 2.1 How do I access MIPMIS?

You can access the Log In page to MIPMIS via the website <http://www.mipmis.gov.za/>, where you will find the Login option to MIPMIS.


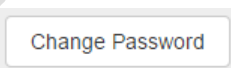
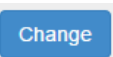
### 2.2 How do I report an Incident on MIPMIS

As a member of the public, you can log an incident on the publically accessible website under the **Report Incident** tab. See Section D for a more detailed explanation.

### 2.3 How do I become a user of MIPMIS?

A User Name and Password will be provided to you by the MIPMIS System Administrator once you have been trained to use the system. You can contact the Administrator via the contact information on the Contact Us page on the MIPMIS website. The MIPMIS Administrator will request you to complete the **User Access Form** that you can download under the **MIPMIS link** from the MIPMIS website.

### 2.4 How do I Log In to MIPMIS?

- Select the Login option from the <http://www.mipmis.gov.za/> website.
- The system displays the Login screen.
- Enter the required User Name and **once-off** Password provided to you by the MIPMIS Administrator.
- The User Name and Password is case sensitive.
- Click the Submit button.
- You now must Change your password from the one provided to you by the MIPMIS Administrator to that of your own. You will use your own password to login in future.
- You will be asked to provide your new password twice to confirm.
- The system displays your Personalised Homepage.
- To change your password at anytime in the future press the User Icon  on the top right of the screen.
- Press the Change Password button 
- You must type in the old Password and then your new Password twice to confirm.
- Press the Change button 

**Passwords** must contain characters from three of the following five categories:

- Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)
- Lowercase characters of European languages (a through z, sharps, with diacritic marks, Greek and Cyrillic characters)
- Base 10 digits (0 through 9)
- Any Unicode character that is categorised as an alphabetic character but is not uppercase or lowercase. This includes Unicode characters from Asian languages.
- Non alphanumeric characters: ~!@#%&\* \_-+=`|\(){}[];'"<>.,?/

**Example of Alphanumeric Password:** Pass@1234! . This example is not to be used as a real password. A password must have a minimum of 7 characters in length (Longer is generally better).

**Never share passwords with anyone.**

## 2.5 How do I Navigate within MIPMIS?

The **Top Menu Bar** allows you to navigate between the different MIPMIS Modules.

### **MIPMIS Modules**

**Home** - Personalised Homepage, My Tasks, My Assets and My Projects.

**Asset Register Module** - Add, Edit, Summary and Overview of Asset Register.

**Projects Module** - Add, Edit, Summary and Overview of Projects Register.

**Incident Reporting** – Manage Incidents reported

**Back to Basics** – Complete monthly Back to Basics Report

**MIPMIS Reports** - Reporting and Dashboards.



**Administration** - System Administration.

**Breadcrumbs** keeps track of your navigation and by clicking on a screen name in the list you can return to that screen e.g. Project Name>Risks>Risk Description.

**Hyperlinks** open more information about the subject e.g. by clicking on a Project Number the Project Overview screen will open. Hyperlinks are all indicated in blue text.

**Icons** allow you to access sub-modules or edit a record e.g. to capture a project's Issue you can click on the flame icon. You can hover over the icon with your mouse pointer and it will display a tooltip of its function.

## 2.6 How do I Add, Edit or Delete a Record?

- a) **Add** a new Record by clicking on the **Plus** icon. 
- b) **Edit** a Record by clicking on the **Pen** icon. 
- c) Only the MIPMIS Administrators are allowed to **Delete** a Record. You can contact the Administrator via e-mail, [MIPMIS@misa.gov.za](mailto:MIPMIS@misa.gov.za) .
- d) Please ensure that you cannot use the edit function to make the corrections before contacting the Administrator.
- e) MIPMIS keeps a full audit trail of your record additions, edits and deletions.

## 2.7 Where do I find the Reports and Dashboards?

All the MIPMIS Reports and Dashboards are located in the MIPMIS Reports module.



### 3 The different MIPMIS Modules

The Modules within MIPMIS are the;

1. Asset Register Module
2. Projects Module
3. MIPMIS Reports
4. Operations Module (MISA Staff only)
5. Back to Basics Module
6. Incident Reporting Module and
7. Administration

A **New** Infrastructure Project becomes an Infrastructure Asset once the Project is completed and closed off and an Asset **Lifecycle** Project (Upgrade, Rehabilitate etc.) will provide input into the Infrastructure Database once completed and closed off. Performance and monitoring of Projects, Infrastructure Assets and MISA Support staff is the main outcome of this integrated process.

Note that based on the **user access** the navigation options for a user will not necessary reflect the full Module Hierarchy.

The following is the full Module Hierarchy that is available within MIPMIS;

1. Home
  - a. User Personalised Homepage
2. Asset Register Module
  - a. Asset Control Centre
  - b. Asset Overview
  - c. **Asset Register** (Capture/Edit)
  - d. Asset Risks Summary
  - e. **Asset Risks** (Capture/Edit)
3. Projects Module
  - a. Project Control Centre
  - b. Project Overview
  - c. **Project** (Capture/Edit)
  - d. **Project Financials** (Capture/Edit)
  - e. Project Indicators Summary
  - f. **Project Indicators** (Capture/Edit)
  - g. **Project Gantt Chart** (Capture/Edit)
  - h. **Project Check List** (Capture/Edit)
  - i. Activity Scheduler Summary
  - j. **Activity Scheduler** (Capture/Edit)
  - k. Project Risks Summary
  - l. **Project Risks** (Capture/Edit)
  - m. Project Issues Summary
  - n. **Project Issues** (Capture/Edit)
  - o. **Project Quality Control** (Capture/Edit)
  - p. **Stakeholders** (Capture/Edit)

4. MIPMIS Reports
  - a. Assets
    - I. Reports
    - II. Dashboard
  - b. Projects
    - I. Reports
    - II. Dashboard
  - c. MISA Operations
    - I. Reports
  - d. Administration
    - I. Reports
    - II. Dashboard
5. Operations Module
  - a. Operations Module Control Centre
  - b. **Operations Module** (Capture/Edit)
6. Back to Basics
  - a. Back to Basics Control Centre
  - b. **Back to Basics** (Capture/Edit)
7. Incident Reporting
  - a. Incident Control Centre
  - b. Incident Management
8. Administration
  - a. People Management
    - I. People (User Access)
    - II. Job Descriptions
    - III. MISA Supported Agents
  - b. Miscellaneous
    - I. Asset Classes
    - II. Back to Basics Pillars
    - III. Developmental Locations
    - IV. Funding Source Group
    - V. Funding Sources
    - VI. MIG Components
    - VII. Sector Programmes
  - c. Indicators
    - I. Indicators
    - II. Indicator Items
    - III. Indicator Standards
    - IV. Indicator Strategies
    - V. Indicator Types
    - VI. Units of Measure
  - d. Back To Basics
    - I. Actions Taken Against Fraud
    - II. Cause of Protest
    - III. Cause of Stoppage

- IV. Type of Stoppage
- V. Frequency of Collection
- e. Incident Reporting
  - I. Incident Priorities
  - II. Incident Types
  - III. Incident Escalation Protocol
- f. Delete
  - I. Delete Project
  - II. Delete Asset

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## 4 How the User Access works within MIPMIS

Access control to MIPMIS is set by the System Administrator/s of MISA and are Role, Organisation/Location and Sector based.

The **Role** based security is grouped as follows;

1. Asset Viewer
  - a. Homepages will display the latest ten changed assets.
  - b. Will have access to only view all screens in the Asset Register Module.
  - c. Will have access to the MIPMIS Reports Module's Asset reports.
2. Asset Admin
  - a. Homepages will display the latest ten changed assets and any calendar items the user is scheduled for.
  - b. Will have access to add and edit all records in the Asset Register Module.
  - c. Will have access to the MIPMIS Reports Module's Asset reports.
3. Project Viewer
  - a. Homepages will display the latest ten changed projects.
  - b. Will have access to only view all screens in the Projects Module.
  - c. Will have access to the MIPMIS Reports Module's project reports.
4. Project Admin
  - a. Homepages will display the latest ten changed projects and any calendar items the user is scheduled for.
  - b. Will have access to add and edit all records in the Projects Module.
  - c. Will have access to the MIPMIS Reports Module's project reports.
5. Incident Report Viewer
  - a. Will have access to only view all screens in the Incident Report Module.
  - b. Will have access to the MIPMIS Reports Module's incident reports.
6. Incident Report Admin
  - a. Will have access to manage incidents.
  - b. Will have access to the MIPMIS Reports Module's incident reports.
7. Back to Basics Viewer
  - a. Will have access to view all records in the Back to Basics Module.
  - b. Will have access to the MIPMIS Reports Module's Back to Basics reports.
8. Back to Basics Admin
  - a. Will have access to add and edit all records in the Back to Basics Module.
  - b. Will have access to the MIPMIS Reports Module's Back to Basics reports.
9. System Administrator
  - a. Has access to setup User Access
  - b. Has access to Delete records.
  - c. Has access to add system settings and naming standards of dropdown lists.

The **Organisation/Location** based security is grouped as follows;

1. National level
  - a. Can access information on a national level
2. Provincial Level

## Introduction to MIPMIS

- a. Can access information only on a provincial level
- 3. District Level
  - a. Can access information only at district level
- 4. Local Level
  - a. Can access information only at Local Municipality level

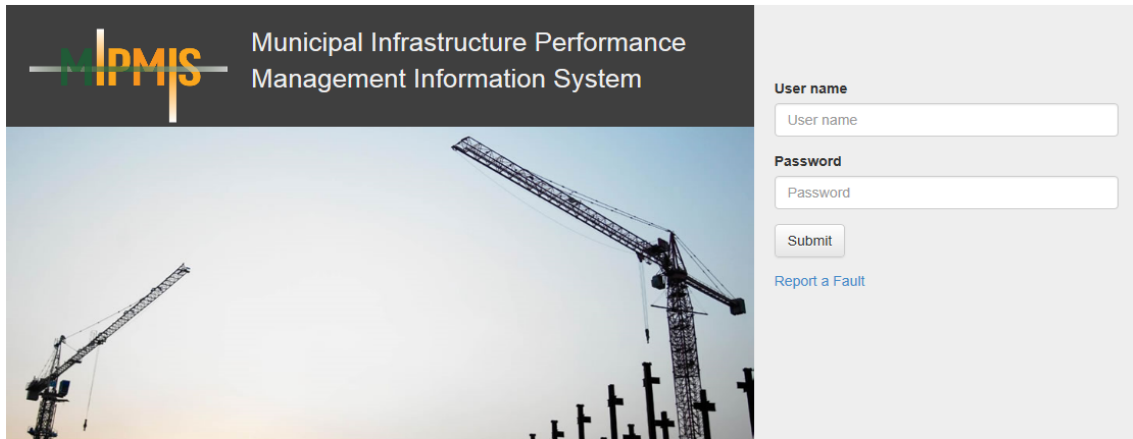
The **Sector** based security is as follows;

- 1. Sectors
  - a. Can access information to one or more sectors

*One user may have a combination of roles, organisations/locations and sectors.*

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## 5 Logging into MIPMIS



The screenshot shows the MIPMIS login interface. At the top left is the MIPMIS logo, followed by the text 'Municipal Infrastructure Performance Management Information System'. Below this is a large image of construction cranes against a blue sky. On the right side, there is a login form with the following elements:

- User name**: A text input field with the placeholder text 'User name'.
- Password**: A text input field with the placeholder text 'Password'.
- Submit**: A button to submit the login information.
- [Report a Fault](#): A blue link for reporting issues.

**User Name:** You will be issued with a User Name by the System Administrator, to Login to the system.

**Password:** You will be issued with a Password by the System Administrator, to Login to the system.

**Submit Button:** Once you have completed the fields above, you may click on the Submit button to enter the system.

*Please note that both the User Name and Password is **case sensitive***

Tab may be used to move from one field to another and the selected field will always be highlighted.

## 6 Understanding Your Personalised Homepage

The screenshot displays the MIPMIS Personalised Homepage. It is divided into three main sections:

- My Tasks:** Features a calendar for February 2014. The 27th is highlighted in red (overdue) and the 28th in blue (upcoming). Below the calendar is a table:
 

Description	Due Date
Progress Site Visit	2014-02-27
My Site Visit	2014-02-28
- My Projects:** Lists several projects, including 'Test 2', 'Surfacing of Stormsriver Sportfield', 'Greytown bulk water project', 'Giyani Water Works - Extension & Upgrading', 'Umtamvuna Water Works Raw Water Upgrade', 'Khulsong south ext 1,2&3', 'Hlimbithwa 2 water Scheme', 'Rehabilitate Phase 1 of Carletonville Landfill Site', and 'Lusizini internal streets'. A plus sign (+) is visible at the top right of this section.
- My Infrastructure:** Lists infrastructure items such as 'Reticulation - HDPE (TYPE IV) - 50mm', 'Reticulation - UPVC - 250 mm', 'Reticulation - UPVC - 75mm', 'Reticulation - Fibre Cement Cod - 100 mm', and 'Reticulation - UPVC - 75 mm'. A plus sign (+) is visible at the top right of this section.

Once your Login is successful your Personalised Homepage is displayed.

Use the top menu bar to navigate to the different MIPMIS modules. Blue indicates which module you are on currently.

Your Personalised Homepage displays a summary of the following pertaining to you:

1. My Tasks
2. My Assets
3. My Projects


**My Tasks:** Displays a list of user tasks.

- a) You can click on a task to view.
- b) Red task – overdue task.
- c) Blue task – upcoming task.
- d) By clicking through the calendar, you are able to view tasks per day and month.

**My Assets:** Displays a list of the user's Asset Register Records.


- a) Summary of Asset register records loaded on the system.
- b) Assets are displayed by latest asset records added and or edited.
- c) Add new Asset Register records using the plus sign.


+ Add new Asset Register record.

 To edit Asset Register records, move your mouse over the relevant record and click on the icon that appears on the right hand side of the record.

**My Projects:** Displays a list of the user's Projects.

- a) Summary of projects loaded on the system.
- b) Projects are displayed by latest project added and or edited.
- c) Add new projects using the plus sign.

 Add new project.

 To edit projects move your mouse over the relevant record and click on the icon that appears on the right hand side of the record.

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# Section B: The Asset Register Module



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# 1 The Asset Register Module

## 1.1 The Asset Control Centre

Infrastructure Register	
Organisation	Asset Class
MOS12746	Streelights Pole & Cable Incl. - 11 - Dana Bay Entrance
MOS18169	11kv Switchgear - 1 - Highlift Pumpstation
MOS48936	245m X 250mm Upvc Pipe
MOS40478	500l Vertical Water Tank
MOS40467	500l Vertical Water Tank
MOS40479	500l Vertical Water Tank
MOS18101	55kw Vacon Variable Speed Drive
MOS489435	Asazani Zinyoka Main Water Lin
LES18068	Bergsig Mini Substation 9/1.
LES18071	Bergsig Mini Substation 9/10.

Page 1 &gt;

Using the top Navigation bar and by clicking on the Asset Register Module, the Asset Control Centre is displayed. This screen gives a list of all Asset Register records. From this screen an existing record can be edited, or a new record can be added.

The user is able to **filter** the list display by Organisation and/or Asset Class. The filter will remain active for the current login session until the user removes it by pressing the **X** next to it.

Emfuleni Local Municipality X

### 1.1.1 Menu Icons

**+** Add a new Asset record.

**🔍** Search - The user is able to search for a specific record using partial Asset Number or Description.

### 1.1.2 List Items

**Number** - All assets must have a unique identification reference number. A common approach must be used across all departments in the municipality, such as the following:

*Category - Sub-category / Asset Class / Asset Descriptor - Sequential Number for the asset type*


**Example:** IA-WAT/RET/FCP-00004

*Infrastructure Assets - Water Network / Reticulation / Fibre Cement Pipe – Asset number four*

**Description** - This is a short description, of the Asset. The user is able to filter the description ascending or descending by clicking the arrow next to the description.

**Overview** - When the user clicks on an Asset Record in the List, the system will open an overview of that specific record.

### 1.1.3 Record Icons

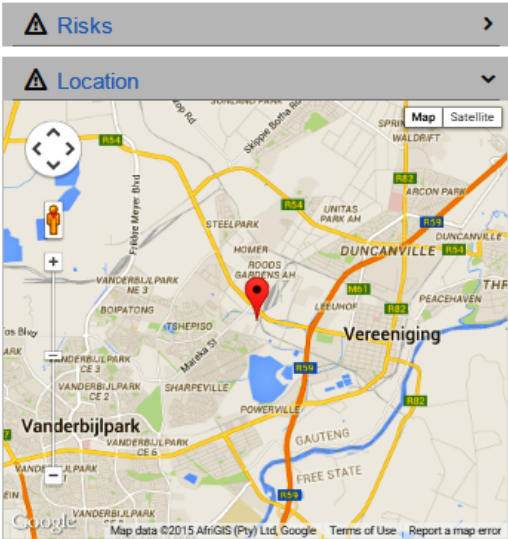
 **Edit** - When the user clicks on the Edit icon, the system will open the Asset record that needs to be edited.

 **Risks** - When the user clicks on the Risks icon, the system will open the Summary of Risks.

## 1.2 The Asset Overview

Brick Structure,PUBLIC OPEN SPACE / PARK SEBOKENG EXT 21

<b>Description</b>	
Infrastructure Number	INF_ELE_LVN13978_MUN_ELE.1146
Model	
Serial Number	
<b>Type</b>	
Material Type	
Class Description/Nature	Parks
Size	0
Capacity	
Quantity	
Utilisation (%)	0
Replacement Equivalent	
Year Constructed / Purchase Date	1905-03-16T00:00:00
Supplier Name	
<b>Classification</b>	
Criticality Grade	Non-critical
Condition	Fair
Condition Index	3
Ward Id	
Custodian	
<b>Costs</b>	
Purchase Price	22000
Deemed Cost	0
Depreciated Replacement Cost	14666.67
Current Replacement Cost	22000
Addition Amount	0



On this screen you are able to have a holistic view of the Asset.

### 1.2.1 Content

The Overview screen is divided into 3 areas

1. Asset Information
2. Risk Information
3. Mapped GIS Information

**Asset Information** - Here you are able to have a quick view of an existing Asset's information.

**Risk Information** - Here you are able to have a quick view of the Risks associated to the project.

- ▶ Click on the arrow to expand.

**Mapped GIS Information** - You are able view, the location of the Asset on a map.

- ▶ Click on the arrow to expand.

### 1.3 Asset Register Capture and Edit

On this screen you are able to add or edit an Asset Register record.

#### 1.3.1 Menu Icons

**Add** a new Asset record.


**Risks** - Add risks for the active Asset.

*The Risk icon will only be visible once a record has been saved.*

#### 1.3.2 Fields

**Organisation (Mandatory)** – This is the organisation responsible for the Asset. This field is a dropdown, and you are able to select the required organisation from a pre-loaded list.

**MIPMIS Number** – System generated number to provide the asset with a unique number on the MIPMIS system

**Upload Documents and Reports** – By clicking on the file cabinet  icon, you are able to upload documents and pictures of the asset to the system. Once you clicked on the icon above, a new window will open.

**Number (Mandatory)** - All assets must have a unique identification reference number. A common approach must be used across all departments in the municipality. Please see explanation in the Control Centre section.

**Model** - The model of an asset must be inserted. E.g. 2500 Ford.

**Serial Number** - Standard serial number of an asset. E.g. serial numbers, registration number, erf Number or other number to distinguish it from other assets.

**Description (Mandatory)** - A Descriptive name for the asset.

**Material Type** - The type of material of an asset. E.g. brick, wood, cast iron, pvc.

**Sector Programme (Mandatory)** – Sector that the Asset is utilised in.

**Class Description/Nature (Mandatory)** - This field is a dropdown, where you are able to select the required Class Description/Nature from a pre-loaded list.

**Size (Mandatory)** - The size of an asset must be inserted. E.g. 150mm pipe, 240l Wheelie Bin.

**Capacity** - The capacity of the asset. E.g. number of kilolitres, 200 litre (tank), 4000 sq. metre (building/land), 65 l/s (water pipe)

**Quantity (Mandatory)** - Quantity of that asset. E.g. the number of boardroom chairs. One asset will be the norm for most entries.

**Utilisation** - The extent to which an asset is being productively used – measured as a percentage of its capacity. Capture a percentage (%) value.

**Replacement Equivalent** - The replacement equivalent of an asset must be inserted. E.g. A 300mm clay sewer pipe needs to be replaced and the replacement equivalent will be a 300mm concrete pipe.

**Year Constructed/Purchase Date (Mandatory)** - You are able to select the required date from a calendar.

**Supplier Name** - The supplier name and contacts are inserted.

**Criticality Grade (Mandatory)** - This field is a dropdown, where you are able to select the required Criticality Grade from a pre-loaded list. Press the ⓘ to view how MIPMIS wish you to determine the Criticality Grade.

**Condition (Mandatory)** - This field is a dropdown, where you are able to select the required Condition Grade from a pre-loaded list. Press the ⓘ to view how MIPMIS wish you to determine the Condition.

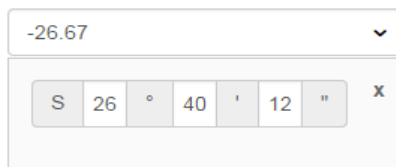
**Condition Index/Grade** - Once the condition is chosen, this field is displayed according to the selected condition.

**Ward** - This field is a dropdown, where you are able to select the required Ward from a pre-loaded list. Multiple selections of wards are available.

### Mandatory

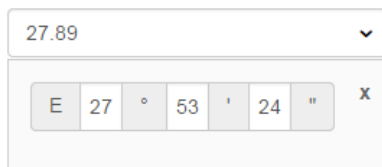
To insert the Location of an asset, select the [Location](#) hyperlink. This link opens up a map of the municipality. Scroll to the location of the asset on the map, and drop a pin (double click) on the location, and the GPS co-ordinates are inserted into the Latitude and Longitude fields, alternatively if you know the GPS co-ordinates, you can insert the information as explained below.

**Latitude** - GPS coordinates to be inserted in these fields, the format should be as follows: -26.7627 Decimal Degrees (DD), but MIPMIS also caters for Degrees Minutes Seconds (DMS) as well by pressing the 📍 the user can capture the latitude in the DMS format.



The image shows a user interface for entering latitude. At the top is a dropdown menu with the value '-26.67'. Below it is a DMS (Degrees Minutes Seconds) input field. The field is divided into sections: a direction indicator 'S', a degree value '26', a degree symbol '°', a minute value '40', a minute symbol "'", a second value '12', and a second symbol '"'. There is an 'x' button to the right of the field.

**Longitude** - GPS coordinates to be inserted in these fields, the format should be as follows: 35.1627 Decimal Degrees (DD), but MIPMIS also caters for Degrees Minutes Seconds (DMS) as well by pressing the 📍 the user can capture the longitude in the DMS format.



The image shows a user interface for entering longitude. At the top is a dropdown menu with the value '27.89'. Below it is a DMS (Degrees Minutes Seconds) input field. The field is divided into sections: a direction indicator 'E', a degree value '27', a degree symbol '°', a minute value '53', a minute symbol "'", a second value '24', and a second symbol '"'. There is an 'x' button to the right of the field.

**Custodian** - The person responsible for safeguarding the asset.

**Depreciated Value** – A Rand Value. The Depreciated Value is auto calculated by the system using the straight line method.

**Purchase Price (Mandatory)** - A Rand Value. Costs should be used for newly or recently acquired assets for which clear evidence of costs can be determined from transactional records, e.g. Invoices.

### Mandatory

**Actual/Deemed Cost** - A Rand Value. If the Purchase Price for an asset is not available Deemed Cost should be selected, and the measured value should be inserted, the date on which the

measurement was made should then be inserted in the Year Constructed/Purchase Date. Deemed Cost is determined by using the guidance and provisions in Directive 7 on The Application of Deemed Cost on the Adoption of Standards of GRAP.

**Mandatory**, if the Purchase Price is not available.

**Current Replacement Cost** - A Rand Value. The cost of replacing an existing asset with a modern asset of equivalent capacity.

**Depreciated Replacement Cost** - A Rand Value. Auto calculated by the system. A measure of current value of an asset, based on its current replacement cost less an allowance for deterioration of condition to date (based on the fraction of Remaining Useful Life/Expected Useful Life).

$$DRC = CRC * \left(\frac{RUL}{EUL}\right)$$

**Addition Amount** - A Rand Value. Capex on additions made to an asset.

### 1.3.3 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

## 1.4 The Asset Risk Summary

Reticulation - UPVC - 200mm > Risks			
Description	Risk Type	Risk Consequence	Risk Probability
Vandalism	Vandalism	Minor	Rare
Capacity	Inadequate systems capability	Moderate	Unlikely

This is a summary of risks associated with a specific Asset. By clicking on the selected Risk you are able to edit a record.

### 1.4.1 Menu Icons

 Add new Risk records, click on the add icon.

### 1.4.2 List Items

**Description** - A description of the Risk

**Risk Type** - The Risk type

**Risk Consequence** - The Risk consequence

**Risk Probability** - The Risk probability

## 1.5 Asset Risk Capture and Edit

Streetlights Pole & Cable Incl. - 11 - Dana Bay Entrance > Risks > New Risk

Description	<input type="text" value="Vandalism"/>		
Risk Type	<input type="text" value="Vandalism"/>	Risk Consequence	<input type="text" value="Minor"/>
Risk Probability	<input type="text" value="Likely"/>		
Risk Exposure	<input type="text" value="Moderate"/>		
Cost of Risk	<input type="text" value="20000"/>		
Risk Response	<input type="text" value="Effective security"/>		

On this screen you are able to add or edit Risks for an Asset.

### 1.5.1 Fields

**Description** - Enter a short description of the Risk. This description could be the same as the Risk Type.

#### Mandatory

**Risk Type** - This field is a dropdown, where you are able to select the required Risk Type from a pre-loaded list. E.g. Insufficient skills and Capacity, Condition-based failure, Vandalism, etc.

#### Mandatory

**Risk Consequence** - This field is a dropdown, where you are able to select the required Risk Consequence from a pre-loaded list. E.g. Insignificant, Minor, Moderate, etc. Press the ⓘ to view how MIPMIS wish you to determine the Risk Consequence.

#### Mandatory

**Risk Probability** - This field is a dropdown, where you are able to select the required Risk Probability from a pre-loaded list. E.g. Rare, Unlikely, Moderate, etc. Press the ⓘ to view how MIPMIS wish you to determine the Risk Probability.

#### Mandatory

**Risk Exposure** - This is a calculated field using; Consequence and Probability. According to the selection you made for Risk Consequence and Risk Probability, this field is calculated automatically.

**Cost of Risk** – This field is to indicate the cost if this risk will happen.



**Risk Response** - Insert a Risk response in this field.

**Mandatory**

### 1.5.2 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed

DRAFT

# Section C: The Project Life Cycle Module



DRAFT

# 1 The Projects Module

## 1.1 The Project Control Centre

The screenshot shows the 'Project List' interface. At the top, there is a navigation bar with the text 'Project List' and a search icon. Below the navigation bar, there are four filter dropdown menus: 'Organisation', 'Status', 'Sector Program', and 'Funding Source'. The main area contains a table with the following columns: 'Project Number', 'Project Name', and 'Project Status'. The table lists several projects, including 'Brandfort WPP (S)', 'Brandfort/ Majwemasweu water meters (S)', 'Development of the Local Spatial Development Framework', 'Ikgomotseng 1Ml Reservoir (S)', 'Ikgomotseng water meters (S)', 'Jacobsdal/Ratanang: Upgrading of WTP', and 'Jacobsdal: 3km pipe line'. To the right of the table, there is a row of icons for various actions like print, refresh, and delete. At the bottom right of the table, it says 'Page 1 >'.

Project Number	Project Name	Project Status
WAT003	Brandfort WPP (S)	Registered
WAT004	Brandfort/ Majwemasweu water meters (S)	Registered
CRO012	Development of the Local Spatial Development Framework	Registered
CRO011	Development of the Local Spatial Development Framework (SDF)	Registered
WAT001	Ikgomotseng 1Ml Reservoir (S)	Registered
WAT002	Ikgomotseng water meters (S)	Registered
WAT022	Jacobsdal/Ratanang: Upgrading of WTP	Registered
SAN017	Jacobsdal/Ratanang: Upgrading of WWTW phase 1	Registered
WAT015	Jacobsdal: 3km pipe line	Registered
RST009	Koffiefontein/Dithlake: Construction of 0.65 km Access paved road	Registered

By using the top Navigation bar and clicking on the Projects Module, the Project Control Centre is displayed. To highlight where in the system you are, the selected screen name will change from white to blue in the navigation bar. This screen gives a list of all captured Projects.


The user is able to **filter** the list display on Organisation and/or Status and/or Sector and/or Funding Sources. The filter will remain active for the current login session until the user removes it by pressing the **X** next to it.

On this screen the following functions are available:

1. Add new projects
2. Overview of a project
3. Editing of existing projects
4. Capturing Financials
5. Updating Project Gantt Chart
6. Updating Project Check List and loading documents
7. Scheduling and updating of Site Activities
8. Risk Summary
9. Issues Summary
10. Updating Quality Control and uploading of documents
11. Stakeholders

### 1.1.1 Menu Icons

 **Add** a new Project record.

 **Search** - The user is able to search for a specific record using partial Project Number or Description.

### 1.1.2 List Items

**Project Number** - As with the unique reference number for an asset, the projects also need a unique reference number, for quick descriptive identification, please see an example below:

*Category Project-Sub Category/Asset Class/Descriptor - Sequential Number for the Project*

**Example:** *INFP-WAT/RET/MAR-00002*

*Infrastructure Project - Water Network / Reticulation / Marapong – Asset number two*


**Project Description** - This is a short description of the Project


**Project Status** - This is the current phase in the project life cycle


**Overview** - When you move your cursor over a project number or project description the selected project is underlined, once you click on the selected project number or project description, the system will open an overview of the specific project.


### 1.1.3 Record Icons


When you move your cursor over a project, ten icons will appear on the right hand side of the selected project. The icons are:


 **Edit** - When the user clicks on the Edit icon, the system will open the Project record that needs to be edited.


 **Financials** - When the user clicks on the Financial icon, the system will open the Capture screen for Project Financials.


 **Indicators** - When the user clicks on the Indicators icon, the system will open the Summary of Indicators.


 **Project Gantt Chart** - When the user clicks on the Project Gantt Chart icon, the system will open the Capture screen for the Project Gantt Chart.


 **Project Check List** - When the user clicks on the Project Check List icon, the system will open the Capture screen for the Project Check List.

 **Activity Scheduler** - When the user clicks on the Activity Scheduler icon, the system will open the Summary of Activity Schedules.

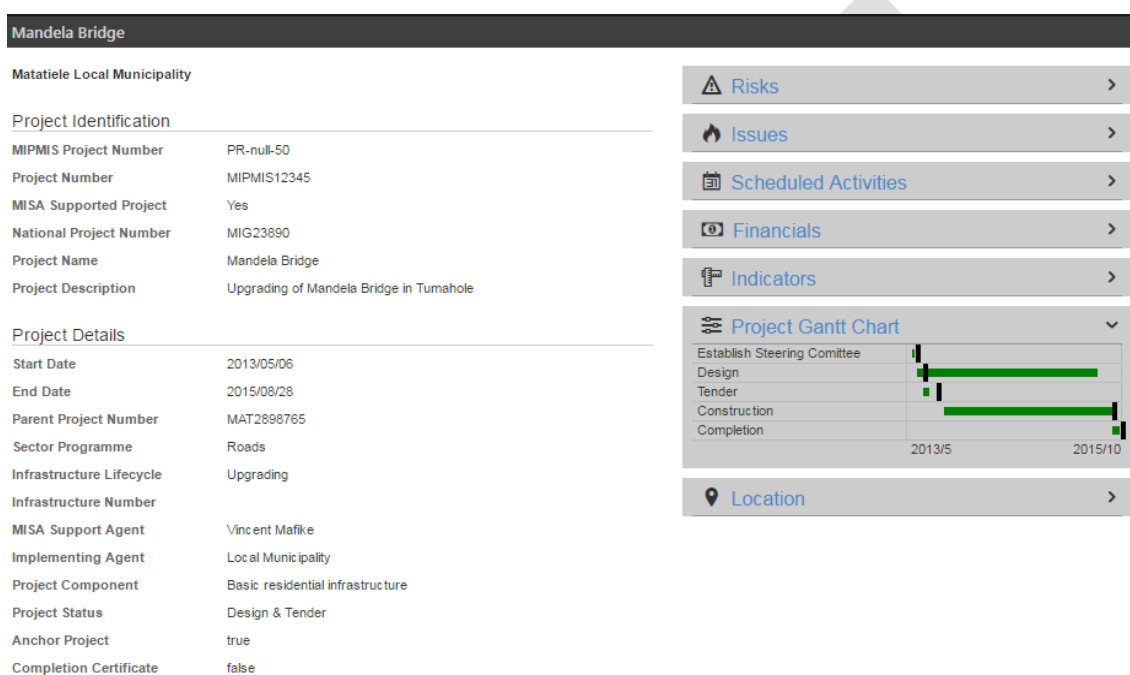
 **Risks** - When the user clicks on the Risks icon, the system will open the Summary of Risks.

 **Issues** - When the user clicks on the Issues icon, the system will open the Summary of Issues.

 **Quality Control** - When the user clicks on the Quality Control icon, the system will open the Capture screen for Project Quality Control.

 **Stakeholders** - When the user clicks on the Stakeholders icon, the system will open the Summary of Stakeholders.

## 1.2 The Project Overview



The screenshot shows the 'Mandela Bridge' project overview. It features a navigation bar at the top with the project name. Below the navigation bar, the screen is divided into two main sections: a left-hand table for project details and a right-hand sidebar for navigation and charts.


Project Identification	
MIPMIS Project Number	PR-null-50
Project Number	MIPMIS12345
MISA Supported Project	Yes
National Project Number	MIG23890
Project Name	Mandela Bridge
Project Description	Upgrading of Mandela Bridge in Tumahole

Project Details	
Start Date	2013/05/06
End Date	2015/08/28
Parent Project Number	MAT2898765
Sector Programme	Roads
Infrastructure Lifecycle	Upgrading
Infrastructure Number	
MISA Support Agent	Vincent Mafike
Implementing Agent	Local Municipality
Project Component	Basic residential infrastructure
Project Status	Design & Tender
Anchor Project	true
Completion Certificate	false

The right-hand sidebar contains several expandable sections, each with a right-pointing chevron icon:

- Risks
- Issues
- Scheduled Activities
- Financials
- Indicators
- Project Gantt Chart (expanded to show a Gantt chart with tasks: Establish Steering Committee, Design, Tender, Construction, and Completion, spanning from 2013/5 to 2015/10)
- Location

On this screen you are able to have a holistic view of the Project. Below the navigation bar the selected project name is displayed. All project information on the right side of the screen will expand using the  icon.

## 1.3 Content

The Overview screen contains the following information

## Introduction to MIPMIS

1. Project Identification
2. Project Details
3. Risks
4. Issues
5. Site Visits (Activity Schedule)
6. Financials
7. Indicators
8. Project Gantt Chart
9. Location - Mapped GIS Information

**Project Identification** - Here you are able to have a quick view of the Project Identification details.

**Project Details** - Here you are able to have a quick view of the Project details.

**Risks** - Here you are able to have a quick view of the Risks associated to the project

**Issues** - Here you are able to have a quick view of the Issues associated with the project.

**Site Visit (Activity Schedule)** - Here you are able to have a quick view of the Activities associated with the project.

**Financials** - Here you are able to have a quick view of the Financials associated with the project.

**Indicators** - Here you are able to have a quick view of the Indicators associated with the project.

**Project Gantt Chart** - Here you are able to have a quick view of the Project Gantt Chart for the project.

**Location** - Mapped GIS Information. Map of the Infrastructure Project location.

## 1.4 Project Capture and Edit


Upgrading of the Clanwilliam Dam

<b>Organisation</b>	Baviaans Local Municipality		
<b>MIPMIS Project Number</b>	PR-null-1059		
<b>IDP Reference Number</b>	MIG1234	<b>Funders Project Reference</b>	
<b>Project Name</b>	Upgrading of the Clanwilliam Dam	<b>MISA Supported Project</b>	<input checked="" type="checkbox"/>
<b>Project Description</b>	Raising of the main dam wall at the north exit above sluice gates 3 to 6....		
<b>Project Start Date</b>	2010/01/01	<b>Estimated Project End Date</b>	2016/12/31
<b>Parent Project Number</b>	BulkWaterDev1234	<b>Sector Programme</b>	Water
<b>Project Type</b>	Upgrading	<b>Infrastructure Number</b>	BAV_066
<b>MISA Support Agent</b>	Tahir Choudhury	<b>Implementing Agent</b>	
<b>Project Component</b>	Public municipal service infrastru...	<b>Project Status</b>	Construction
<b>Location: Latitude</b>	-32.956182000000005	<b>Longitude</b>	23.919526
<b>Ward(s)</b>	<input type="checkbox"/> Ward 2		<b>Developmental Location(s)</b>
<b>Back to Basics Reference(s)</b>	<input checked="" type="checkbox"/> Bulk Project <input checked="" type="checkbox"/> EPWP		<b>Funding Source(s)</b>
			<input checked="" type="checkbox"/> Municipal Infrastructure Grant (MIG) <input checked="" type="checkbox"/> Provincial Infrastructure Grant


[Save](#)


On this screen you are able to add or edit a Project.


### Menu Icons


 **Add** new Project, click on the add icon.

*The icons below will only be visible once the record has been saved.*

 **Project Overview** - When the user clicks on the Project Overview icon, the system will open the Project Overview screen.

 **Financials** - When the user clicks on the Financial icon, the system will open the Capture screen for Project Financials.

 **Indicators** - When the user clicks on the Indicators icon, the system will open the Summary of Indicators.

 **Project Gantt Chart** - When the user clicks on the Project Gantt Chart icon, the system will open the Capture screen for the Project Gantt Chart.



**Project Check List** - When the user clicks on the Project Check List icon, the system will open the Capture screen for the Project Check List.



**Activity Scheduler** - When the user clicks on the Activity Scheduler icon, the system will open the Summary of Activities scheduled for the project.



**Risks** - When the user clicks on the Risks icon, the system will open the Summary of Risks.



**Issues** - When the user clicks on the Issues icon, the system will open the Summary of Issues.



**Quality Control** - When the user clicks on the Quality Control icon, the system will open the Capture screen for project Quality Control.



**Stake Holders** - When the user clicks on the Stake Holders icon, the system will open the Summary of Stake Holders.

#### 1.4.1 Fields

**Organisation** - The organisation responsible for the Project. This field is a dropdown, and you are able to select the required organisation from a pre-loaded list.

##### Mandatory

**MIPMIS Project Number** - All projects must have a unique identification reference number. A common approach must be used across all departments in the municipality. Please see explanation in the Project Control Centre section. MIPMIS will auto-generate this number.

##### Mandatory

**IDP Reference Number** – The project number as captured in the IDP.

**Funders Project Reference** – The reference number as captured the funding institution, e.g. MIG.

##### Mandatory

**Project Name** - Descriptive name for the project.

##### Mandatory

**MISA Supported Project** - Tick box. Tick if yes, leave blank if no.

**Project Description** - Detailed description of the project.

##### Mandatory



**Project Start Date** - You are able to select the date from a calendar. The Project start date is the date the project is approved and included in the IDP. This date is locked after you save.

**Mandatory**

**Project End Date** - Project end date is the estimated end date of defect liability for the project. You are able to select the date from a calendar.

**Mandatory**

**Parent Project Number** - In cases of programs where parent child relationships exist between projects. This will enable a hierarchical view of the entire program.

**Mandatory**, if there is a parent child relationship.

**Sector Programme** - Sector Programme/s the Project is contributing to. E.g. Roads, Storm-water, Water. This field is a dropdown, and you are able to select from a pre-defined list.

**Project Type** - The lifecycle of the project. E.g. New, Upgrading, Renewal etc. This field is a dropdown, and you are able to select from a pre-defined list.

**Mandatory**

**Asset Number** - Select the Asset number associated with this project. This field is a dropdown, and you are able to select from a pre-defined list.

**Mandatory**, if it is an existing Asset item.

**MISA Support Agent** - This field is a dropdown, and you are able to select from a pre-defined list.

**Mandatory**, if it is a MISA supported project.


**Implementing Agent** - Agent responsible for implementing the project. This field is a dropdown, and you are able to select from a pre-defined list. You can select more than one agent.

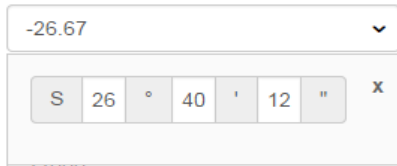
**Project Component** - This field is a dropdown, and you are able to select from a pre-defined list.

**Project Status** - This field is a dropdown, and you are able to select from a pre-defined list. Status is where the project is in the process, e.g. Registered, Design & Tender, Construction and Completed.


**Mandatory**

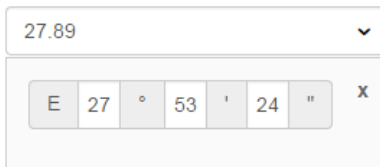
To insert the Location of an asset, select the [Location](#) hyperlink. This link opens up a map of the municipality. Scroll to the location of the asset on the map, and drop a pin (double click) on the location, and the GPS co-ordinates are inserted into the Latitude and Longitude fields, alternatively if you know the GPS co-ordinates, you can insert the information as explained below.

**Latitude** - GPS coordinates to be inserted in these fields, the format should be as follows: -26.7627 Decimal Degrees (DD), but MIPMIS caters for Degrees Minutes Seconds (DMS) as well by pressing the  the user can capture the latitude in DMS format.



The image shows a web form element for longitude. At the top is a dropdown menu with the value '-26.67'. Below it is a DMS (Degrees Minutes Seconds) input box. The box contains the text 'S 26 ° 40 ' 12 '' and a small 'X' button to clear the input.

**Longitude** - GPS coordinates to be inserted in these fields, the format should be as follows: 35.1627 Decimal Degrees (DD), but MIPMIS caters for Degrees Minutes Seconds (DMS) as well by pressing the  the user can capture the longitude in DMS format.



The image shows a web form element for longitude. At the top is a dropdown menu with the value '27.89'. Below it is a DMS (Degrees Minutes Seconds) input box. The box contains the text 'E 27 ° 53 ' 24 '' and a small 'X' button to clear the input.


**Ward** - This field is a dropdown, where you are able to select the required Ward/s from a pre-loaded list. Multiple selections of wards are available.

**Developmental Location(s)** - This field is a dropdown, where you are able to select the required Developmental Location/s from a pre-loaded list. Multiple selections are available.

**Back to Basics Reference(s)** - This field is a dropdown, where you are able to select the required B2B reference/s from a pre-loaded list. Multiple selections are available.

**Funding Source(s)** - This field is a dropdown, where you are able to select the required Funding Source/s from a pre-loaded list. Multiple selections are available and the funding sources are groups by Government, Private and Foreign funding groups.

#### 1.4.2 Buttons

 **Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

## 1.5 Project Financials

Park in Nancefield Ext.8 > Financials

Year	Period	Bank Loan	Internal Funds	Total Budget	Actual
▼ 2013/14	Jul	4000000	0	4000000	416666.66
	Aug	0	0	0	416666.66
	Sep	0	0	0	416666.66
	Oct	0	0	0	416666.66
	Nov	0	0	0	416666.67
	Dec	0	142857	142857	416666.67
	Jan	0	142857	142857	416666.67
	Feb	0	142857	142857	416666.67
	Mar	0	142857	142857	416666.67
	Apr	0	142857	142857	416666.67
	May	0	142857	142857	416666.67
	Jun	0	142858	142858	416666.67

Park in Nancefield Ext.8 > Financials

Year	Period	Bank Loan	Internal Funds	Total Budget	Actual
> 2013/14		4000000	1000000	5000000	5000000

On this screen you are able to add or edit Financials for a Project.

### 1.5.1 Fields

**Year** - Financial Years. MIPMIS calculates the years to display for capture using the project start and end dates that was captured on the project screen. By clicking on the maximise button > the periods for the selected financial year are displayed. Clicking on the ▼ button will minimise the financial periods.

**Period** - Periods in the financial years. MIPMIS calculates the periods to display for capture using the project start and end dates that were captured on the project screen. The periods will only be displayed once the maximise > button is clicked.

**Funding Source Name(s)** - Name of funding source/s. The funding source/s you selected on the project screen  , is displayed here. By clicking in the field under the funding source, you are able to capture the amount/s.

**Total Budget** - Total budget for this project. The total budget for the project is shown here.

**Actual** - Actual spend for this project. Actual spend can be captured quarterly or monthly. By clicking in the field under actual, you are able to capture actual spend. The total spend is per financial year. Note that only past and current dates will be available to capture the actual spend and values will turn red if actual spend exceeds the total budget.

### 1.5.2 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

## 1.6 Project Indicators Summary

Marapong WWTW - RESGEN (has data) > Indicators <span style="float: right;">+</span>					
Description	Type	Item	Standard	Unit Of Measure	Strategy
Number of households to benefit	Service Delivery	Sanitation	Pit toilet with ventilation (VIP)	Number of buckets	Reduce infrastructure and service backlogs
Employment Women	Economy	Employment	Permanent	Persons	Improve technical capacity development

On this screen you are able to add or edit Indicators for a Project.

### 1.6.1 Menu Icons

**+** Add new Indicator, click on the add icon.

### 1.6.2 List Items

**Description** - Short description of the indicator.

**Type** - High level descriptive grouping of the indicator's purpose e.g. Service delivery.

**Item** - Descriptive sub categories of the indicator type e.g. Sanitation

**Standard** - Standard of the indicator that must be achieved e.g. Pit toilet with ventilation (VIP).

**Unit of Measure** - The unit that the indicator is measured by.

**Strategy** - Strategic goal of the organisation that the indicator is associated with.

## 1.7 Project Indicators Add

Marapong WWTW - RESGEN (has data) > Indicators > Create

Indicator	<input type="text"/>
Measure From	<input type="text"/>
Measure Until	<input type="text"/>
Type	<input type="text"/>
Item	<input type="text"/>
Standard	<input type="text"/>
Unit of Measure	<input type="text"/>
Strategy	<input type="text"/>

Save

On this screen you are able to associate pre-defined Indicators with the Project.

### 1.7.1 Fields

**Indicator** - This field is a dropdown, where you are able to select the required Indicator from a pre-loaded list.

#### Mandatory

**Measure From** – The date the Project starts to contribute to the indicator. You are able to select the date from a calendar.

#### Mandatory

**Measure Until** - The date the Project stops contributing to the indicator. You are able to select the date from a calendar.

#### Mandatory

**Type** - This is a display field only.

**Item** - This is a display field only.

**Standard** - This is a display field only.

**Unit of Measure** - This is a display field only.

**Strategy** - This is a display field only.

### 1.7.2 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.



## 1.8 Project Indicator Target Capture and Actuals Update


Marapong WWTW - RESGEN (has data) > Indicators > Number of households to benefit

Year	Period	Target	Actual
2013/14	May	300	250
	Jun	500	0

On this screen you are able to update Indicator Targets for a Project.

### 1.8.1 Fields

**Year** - Financial Years. MIPMIS calculates the years to display for capture using the start and end dates that was captured on the Indicator Add screen. By clicking on the maximise button  the periods for the selected financial year are displayed. Clicking on the  button will minimise the financial periods.

**Period** - Periods in the financial years. MIPMIS calculates the periods to display for capture using the start and end dates that was captured on the Indicator Add screen. The periods will only be displayed once the maximise  button is clicked.

**Target** - Indicator target for the selected indicator can be entered here. Indicator targets can be captured per financial year and period.

**Actual** - Indicator actuals for the selected indicator can be entered here. Indicator actuals can be captured per financial year and period.

### 1.8.2 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

## 1.9 Project Gantt Chart

Mandela Bridge > Project Gantt Chart

Project Gantt Chart	Planned Start	Planned End	Actual End	Complete
Preparatory Phase	2013/05/20	2013/05/31	2013/06/07	<input checked="" type="checkbox"/>
Design Procurement and Design	2013/06/10	2015/06/30	2013/07/05	<input checked="" type="checkbox"/>
Implementation Procurement	2013/07/08	2013/07/31	2013/08/30	<input checked="" type="checkbox"/>
Implementation	2013/10/01	2015/08/28	2015/08/31	<input checked="" type="checkbox"/>
Defect Liability	2013/10/01	2013/10/01	2015/10/02	<input checked="" type="checkbox"/>

On this screen you are able to capture the planned dates and actual completion dates for a Project.

### 1.9.1 Fields

**Project Gantt Chart** - Pre-loaded list of project phases available on this screen.

**Planned Start Date** - Start date of the phase. By clicking on this field, you are able to select the date from the calendar.

**Planned End Date** - End date of the phase. By clicking on this field, you are able to select the date from the calendar.

**Actual Completion Date** - Actual completion date of the phase. Sometimes in projects the estimated end date differs from the actual completion date, if so the system caters for this here. By clicking on this field, you are able to select the date from the calendar.

**Complete** - Once the activity is completed, this field will be ticked by the system.














### 1.9.2 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

## 1.10 Project Check List

Upgrading of the Clanwilliam Dam > Check List

1. Preparatory Phase	Completion Date
1.1 Business / Project Plan / Technical Report/s	<input type="text"/> 
1.2 IDP / Council / MM's documents	<input type="text"/> 
1.3 Bid Documents - Feasibility Study	<input type="text"/> 
1.4 Feasibility Study documents	<input type="text"/> 
<b>2. Design Procurement and Design</b>	
2.1 Business / Project Plan / Technical Report/s	<input type="text"/> 
2.2 Council / MM's documents	<input type="text"/> 
2.3 Bid Documents - Design Consultant	<input type="text"/> 
2.4 Design documents	<input type="text"/> 
<b>3. Implementation Procurement</b>	
3.1 Council / MM's documents	<input type="text"/> 
3.2 Bid Documents - Implementation PSP	<input type="text"/> 
3.3 Appointment documents - Implementation PSP	<input type="text"/> 
<b>4. Implementation</b>	
4.1 Implementation documents	<input type="text"/> 
<b>5. Defect Liability</b>	
5.1 Close-out documents	<input type="text"/> 

Save

On this screen you are able to add or edit to the Project Check List for a Project.

### 1.10.1 Fields

#### Required Documents and Reports

This page is divided into 5 sections:


1. Preparatory Phase
2. Design Procurement and Design
3. Implementation Procurement
4. Implementation; and
5. Defect Liability

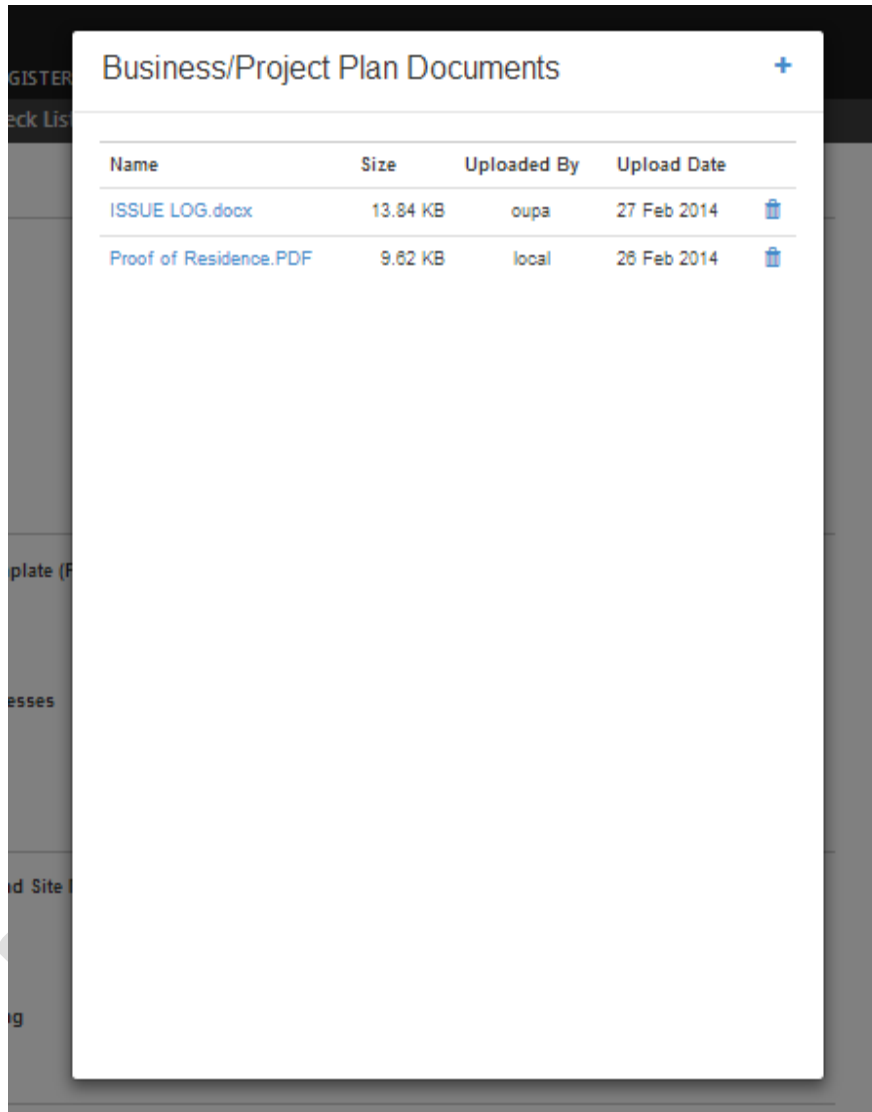
Under each of the sections is a list of required documents and reports that needs to be completed and uploaded onto the system.

**Completion Date** - The date the document or report has been finalised and approved by the authorised person. By clicking on this field, you are able to select the date from the calendar.



### 1.10.2 Upload Documents and Reports


By clicking on the file cabinet  icon, you are able to upload documents and reports to the system. Once you clicked on the icon above, a new window will open.



The following is on this screen;

1. Add document
2. Document Name
3. Name
4. Size
5. Uploaded By; and
6. Upload Date

## Add New Document

- By clicking on the add icon  your computer browser will open.
- Select the files you want to add and click open.
- Your computer browser will close and the upload screen will appear, showing the progress of your upload.
- Once the upload has finished, the document will show on the upload screen.

**Document Name** - The document name at the top of the upload screen is the document you selected from the Project Check List screen.

**Name** - Name of your document.


**Size** - Size of your document.

**Uploaded By** - This is linked to your login, and will show your name.

**Upload Date** - Date the document was uploaded.

**Delete Icon** - By clicking this icon , you are able to delete a document.

To return to the Project Check List screen, click anywhere on the black part of the screen.

Once back on the Project Check List screen, there is a number next to the filing cabinet , which indicates how many documents are uploaded.

### 1.10.3 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

## 1.11 Project Activity Scheduler Summary

Upgrading of the Clanwilliam Dam > Activity Schedules			
Description	Assigned To	Scheduled Date	Completion Date
<a href="#">Go to Site and take site photos</a>	Oupa Nkanyane	2016/02/08	

From this screen you are able to schedule Activities and assign them to the relevant person, and edit Activity Schedules. Once you clicked on the Activity Scheduler icon on the Project Summary screen, the system will open the Activity Scheduler Summary screen, this screen shows a summary of all Activity Schedules associated with the selected project.

*Please note, the person that the Activity Scheduler is assigned to, cannot change any details, they can only complete the Activity Scheduler, or re-assign.*

### 1.11.1 Menu Icons

 **Add** new Activity Scheduler.

### 1.11.2 List Items

**Description** - Description of the Activity Scheduler.

**Assigned To** - Person that the Activity Scheduler is assigned to.

**Scheduled Date** - Date on which the Activity Scheduler is scheduled for.

**Completion Date** - Date on which the Activity Scheduler was completed.

### 1.11.3 Record Icons

 **Edit** Activity Scheduler.

### 1.11.4 Add New Activity Scheduler - (Assigned By)

Upgrading of the Clanwilliam Dam > Activity Schedules > New Activity Schedule

Organisation	Baviaans Local Municipality
Project Number	MIG1234
Location	Ward 2
Last Activity Schedule	2016/02/07
Next Activity Schedule	
Description	
Activity Schedule Date	
Assigned To	

 Click on the Add button

### 1.11.5 Fields

**Organisation** - Organisation is only a display field. The organisation was linked to this project on the Project Screen, and cannot be changed here.

**Project Number** - Project Number is only a display field. The project number was captured on the Project Screen, and cannot be changed here.

**Location** - Location is only a display field. The location was linked to this project on the Project Screen, and cannot be changed here.

**Last Activity Scheduler** - If this is the first Activity Scheduler for the project this field will be blank, but if there were Activity Schedules completed for this project, the last visit date will display.

**Next Activity Scheduler** - If this is the first Activity Scheduler for the project this field will be blank, but will display the next visit scheduled if Activity Schedules are scheduled for the project.

**Description** - Capture a descriptive description for your Activity Scheduler.

**Activity Scheduler Date** - From the calendar select the date that the Activity Scheduler must take place.

**Assigned To** - From the dropdown select the person who will be responsible for the Activity Scheduler.

### 1.11.6 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

## 1.12 Edit Activity Scheduler - (Assigned By)

Upgrading of the Clanwilliam Dam > Activity Schedules > Go to Site and take site photos

Organisation	Baviaans Local Municipality
Project Number	MIG1234
Location	Ward 2
Last Activity Schedule	
Next Activity Schedule	2016-02-08T00:00:00
Description	Go to Site and take site photos
Assigned To	Oupa Nkanyane
Completion Date	<input type="text"/>

Activity Schedule Completed

Click on the selected Activity Scheduler on the Activity Scheduler Summary screen, and make the necessary changes.

There will only be 3 editable fields, as mentioned below.

### 1.12.1 Fields

**Description** - Capture a descriptive description for your Activity Scheduler.

**Activity Scheduler Date** - From the calendar select the date, the Activity Scheduler must take place.

**Assigned To** - From the dropdown select the person who will be responsible for the Activity Scheduler.

### 1.12.2 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

## 1.13 Edit/Complete or Re-Assign Activity Scheduler - Assigned To

Upgrading of the Clanwilliam Dam > Activity Schedules > Go to Site and take site photos

Organisation	Baviaans Local Municipality
Project Number	MIG1234
Location	Ward 2
Last Activity Schedule	
Next Activity Schedule	2016-02-08T00:00:00
Description	Go to Site and take site photos
Assigned To	Oupa Nkanyane
Completion Date	2016/02/07

Activity Schedule Completed

Save

### 1.13.1 Fields

**Organisation** - Organisation is only a display field. The organisation was linked to this project on the Project Screen, and cannot be changed here.

**Project Number** - Project Number is only a display field. The project number was captured on the Project Screen, and cannot be changed here.

**Location** - Location is only a display field. The location was linked to this project on the Project Screen, and cannot be changed here.


**Last Activity Scheduler** - If this is a new Activity Scheduler this field will be blank. If not the date of the Last Activity Scheduler will be displayed, this is only a display field, and cannot be changed by the assigned to.

**Next Activity Scheduler** - If this is a new Activity Scheduler this field will be blank. If not the date of the Last Activity Scheduler will be displayed, this is only a display field, and cannot be changed by the assigned to.

**Description** - Description is only a display field, and cannot be changed by the assigned to person.

**Assigned To** - If the Activity Scheduler needs to be re-assigned. From the dropdown select the person who will be responsible for the Activity Scheduler.

**Completion Date** - Date the Activity Scheduler was completed. By clicking on this field, you will be able to select the date from the calendar.

**Upload Documents** - By clicking on the file cabinet  , you will be able to upload documents and reports. Please refer to Project Check List section, for details on uploading documents to the system.


**Activity Scheduler Completed** - Tick box once all required documents are approved and uploaded, and the Activity Scheduler is complete.

### 1.13.2 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

## 1.14 Project Risk Summary

Chintsa transfer station > Risks 			
Description	Risk Category	Risk Consequence	Risk Probability
Rain Delays	Natural environment	Major	Likely
Technical Issues	Information Technology	Moderate	Likely

This is a summary of risks associated with a specific Project. By clicking on the selected Risk you are able to edit a record.

### 1.14.1 Menu Icons

 **Add** new Risk records, click on the add icon.

### 1.14.2 List Items

**Description** - A description of the Risk

**Risk Category** - The Risk category.

**Risk Consequence** - The Risk consequence

**Risk Probability** - The Risk probability

## 1.15 Project Risk Capture and Edit

Brandfort WPP (S) > Risks > New Risk

Description	<input type="text" value="Internal Funding is at risk"/>		
Risk Type	<input type="text" value="Internal"/>	Risk Category	<input type="text" value="Financial"/>
Risk Consequence	<input type="text" value="Major"/>		
Risk Exposure	<input type="text" value=""/>		
Cost of Risk	<input type="text" value="30000"/>		
Expected Resolution Date	<input type="text" value="2015/04/30"/>		
Risk Owner	<input type="text" value="Anja Scholtz"/>		
Risk Response	<input type="text" value="Promote Project Internaly"/>		

On this screen you are able to add or edit Risks for a Project.

### 1.15.1 Fields

**Description** - Enter a short description of the Risk.

#### Mandatory

**Risk Type** - This field is a dropdown, where you are able to select the required Risk Type from a pre-loaded list. E.g. Internal, external.

#### Mandatory

**Risk Category** - This field is a dropdown, where you are able to select the required Risk Category from a pre-loaded list.

#### Mandatory

**Risk Consequence** - This field is a dropdown, where you are able to select the required Risk Consequence from a pre-loaded list. E.g. Insignificant, Minor, Moderate, etc.

#### Mandatory

**Risk Probability** - This field is a dropdown, where you are able to select the required Risk Probability from a pre-loaded list. E.g. Rare, Unlikely, Moderate, etc.

#### Mandatory

**Risk Exposure** - This is a calculated field using; Consequence and Probability. According to the selection you made for Risk Consequence and Risk Probability, this field is calculated automatically.

**Cost of Risk** – This field is to indicate the cost if this risk will happen.

**Expected Resolution Date** - Select a date from the calendar.

#### Mandatory

**Risk Owner** - Owner of the risk

**Risk Response** - Insert a Risk response in this field.

### Mandatory

#### 1.15.2 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

### 1.16 Project Issues Summary

Marapong WWTW - RESGEN (has data) > Issues				
Description	Date Reported	Issue Severity	Issue Probability	Date Resolved
Approval Processes of IGR	2012/09/12	Minor	Rare	2012/11/08

This is a summary of issues associated with a specific Project. By clicking on the selected Issue you are able to edit a record.

#### 1.16.1 Menu Icons

**+ Add** new Issue records, click on the add icon.

#### 1.16.2 List Items

**Description** - A description of the Issue.

**Date Reported** - Date Issue was reported.

**Issue Severity** - The Issue Severity.

**Issue Probability** - The Issue probability.

**Date Resolved** - Date Issue was resolved.



## 1.17 Project Issue Capture and Edit

Brandfort WPP (S) > Issues > New Issue

Date Reported	<input type="text" value="2015/02/05"/>
Description	<input type="text" value="Budget re-allocated"/>
Raised By	<input type="text" value="Anja Scholtz"/>
Severity	<input type="text" value="Catastrophic"/>
Issue Priority	<input type="text" value="Moderate"/>
Responsible Person	<input type="text" value="Marco Groenewald"/>
Response	<input type="text" value="Find more funding"/>
Issue Closed	<input checked="" type="checkbox"/>
Date Resolved	<input type="text" value="2015/10/30"/>

On this screen you are able to add or edit Issues for a Project.

### 1.17.1 Fields

**Date Reported** - By clicking on this field, you are able to select the date from the calendar.

#### Mandatory

**Description** - Enter a short description of the Issue.

#### Mandatory

**Raised By** - This field is a dropdown, where you are able to select the person who raised the Issue.

**Issue Severity** - This field is a dropdown, where you are able to select the required Issue Severity from a pre-loaded list. E.g. Insignificant, Minor, Moderate, etc.

#### Mandatory

**Issue Priority** - This is a calculated field using; Severity and Probability. According to the selection you made for Issue Severity and Issue Probability, this field is calculated automatically.

**Responsible Person** - This field is a dropdown, where you are able to select the person who is responsible for the Issue.

**Issue Response** – Insert an Issue response in this field. Common Issue responses are available in the manual.

#### Mandatory

**Issue Closed** - Tick box if Issue is closed.

**Date Resolved** - Tick box if Issue is closed. By clicking on this field, you are able to select the date from the calendar.

### 1.17.2 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed.

## 1.18 Project Quality Control

Chintsa transfer station > Quality Control		
Conclusion of an agreement to secure the rights to develop	<input checked="" type="checkbox"/>	
Approved Contractors Quality Control Procedures/Manuals (QCP)	<input checked="" type="checkbox"/>	
Construction Execution Plan	<input checked="" type="checkbox"/>	
Project Procedures Manual	<input checked="" type="checkbox"/>	
Work Instructions and Checklist	<input checked="" type="checkbox"/>	
Approved site and building plans	<input checked="" type="checkbox"/>	
Completed geotechnical assessment	<input checked="" type="checkbox"/>	
Compaction tests for earthworks	<input checked="" type="checkbox"/>	
Testing and hand over of civil services	<input checked="" type="checkbox"/>	
Foundation design completed and approved	<input checked="" type="checkbox"/>	
Termite control fumigation	<input checked="" type="checkbox"/>	
Approved roof design and specification	<input checked="" type="checkbox"/>	
Concrete testing	<input checked="" type="checkbox"/>	
Electrical clearance certificate	<input checked="" type="checkbox"/>	
Testing and certification of mechanical equipment	<input checked="" type="checkbox"/>	
Occupation certificate obtained	<input checked="" type="checkbox"/>	
Review and acceptance of Contractor Inspection procedures	<input checked="" type="checkbox"/>	
Audits	<input checked="" type="checkbox"/>	
Issuing and closing Nonconformance Reports (NCR's)	<input checked="" type="checkbox"/>	
Inspections	<input checked="" type="checkbox"/>	
Foundation Inspection	<input checked="" type="checkbox"/>	
Roof Inspection and approval	<input checked="" type="checkbox"/>	
Final building inspection	<input checked="" type="checkbox"/>	
Surveillance	<input checked="" type="checkbox"/>	



On this screen you are able to indicate if the required documents are required for the project, and upload the documents to the system.

### 1.18.1 Fields

**List of All Required Documents, Reports and Certificates** - Tick box for completion. All required documents, reports and certificates must be uploaded here.

#### Completion Tick and Uploading of documents

**Tick Box** - Only once the final and approved documents are uploaded by the authorised person can this tick box be marked as complete. Draft documents may also be loaded on the system.

**Upload Documents** - By clicking on the file cabinet  , you are able to upload documents and reports. Please refer to Project Check List section, for details on uploading documents to the system. Once back on the Project Quality Control screen, there will be a number next to the filling cabinet  , which indicates how many documents are uploaded.

## 1.19 Stakeholders Summary

Hawker stalls phase 1: Elliotdale > Stake Holders +

Name	E Mail Address
<a href="#">Ilana Oosthuysen</a>	<a href="mailto:ilana.oosthuysen@gmail.com">ilana.oosthuysen@gmail.com</a>

This is a summary of stake holders associated with a specific Project. By clicking on the selected Stakeholder Name you are able to edit a record.

### 1.19.1 Menu Icons

**+ Add** new Stakeholder records, click on the add icon.

### 1.19.2 List Items

**Name** – The Name and Surname of the Stakeholder.

**E-mail Address** – The E-mail Address of the Stakeholder.

## 2 Stakeholder Capture and Edit

Hawker stalls phase 1: Elliotdale > Stake Holders > New Stake Holder

Name	<input type="text" value="Ilana Oosthuysen"/>
E Mail Address	<input type="text" value="ilana.oosthuysen@gmail.com"/>

On this screen you are able to add or edit Stakeholders for a Project.

### 2.1.1 Fields

#### Mandatory

**Name** - By clicking on this field, you are able to enter the name and surname of the Stakeholder.

#### Mandatory

**E-mail Address** – Enter the e-mail address of the Stakeholder.

### 2.1.2 Buttons



**Save** Once all mandatory fields are completed or all editing is done, save the information by clicking on the Save button. Verification of Successful Save is displayed

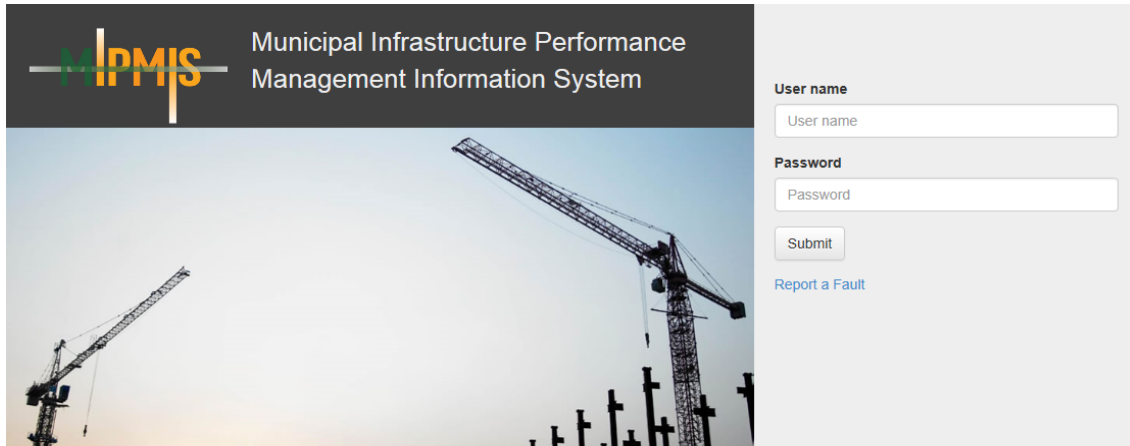
# Section D: Incident Reporting Module



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# 1 Incident Reporting - Public

## 1.1 Reporting an Incident



1. Select the Login option from the [www.MIPMIS.gov.za](http://www.MIPMIS.gov.za) website.
2. The system displays the Login screen.
3. Click on **Report a Fault**.
4. The screen below will open.

### Report an Incident

Please fill in the contact form below and we will respond to you as quickly as possible.

Name \*

Surname \*

Telephone number \*

Email address






Type the text

[Privacy & Terms](#)


**Next**

5. **Name\*** - Enter your Name (This is a mandatory field).
6. **Surname\*** - Enter your Surname (This is a mandatory field).
7. **Telephone number\*** - Enter your Telephone number (This is a mandatory field).
8. **Email Address** – Enter your email address.
9. **Type the text** – Type the text that is displayed on your screen in this field.
  - a.  Refresh icon – Should you not be able to read the text, click on the refresh icon, to show a new text.
  - b.  Audio icon – Should you not be able to read the text, click on the Audio icon, for an audio version of the text that needs to be entered.
  - c.  Help icon – For help regarding reCAPTCHA, click on the Help icon.
10. **Next** – Once all mandatory fields are completed, click on the Next button.
  
11. The screen below will open.

### Report an Incident

Please complete the details of the incident below.

Province *	<input type="text"/>
District *	<input type="text"/>
Municipality *	<input type="text"/>
Longitude	<input type="text"/>
Latitude	<input type="text"/>
Sector *	<input type="text"/>
Fault Type *	<input type="text"/>
Description *	<input type="text"/>
Photo	<input type="text"/> Browse...



1. Complete all mandatory fields.
2. **Province\*** - Using the drop-down menu, select the Province.
3. **District\*** - Using the drop-down menu, select the District.
4. **Municipality\*** - Using the drop-down menu, select the Municipality.

## Introduction to MIPMIS

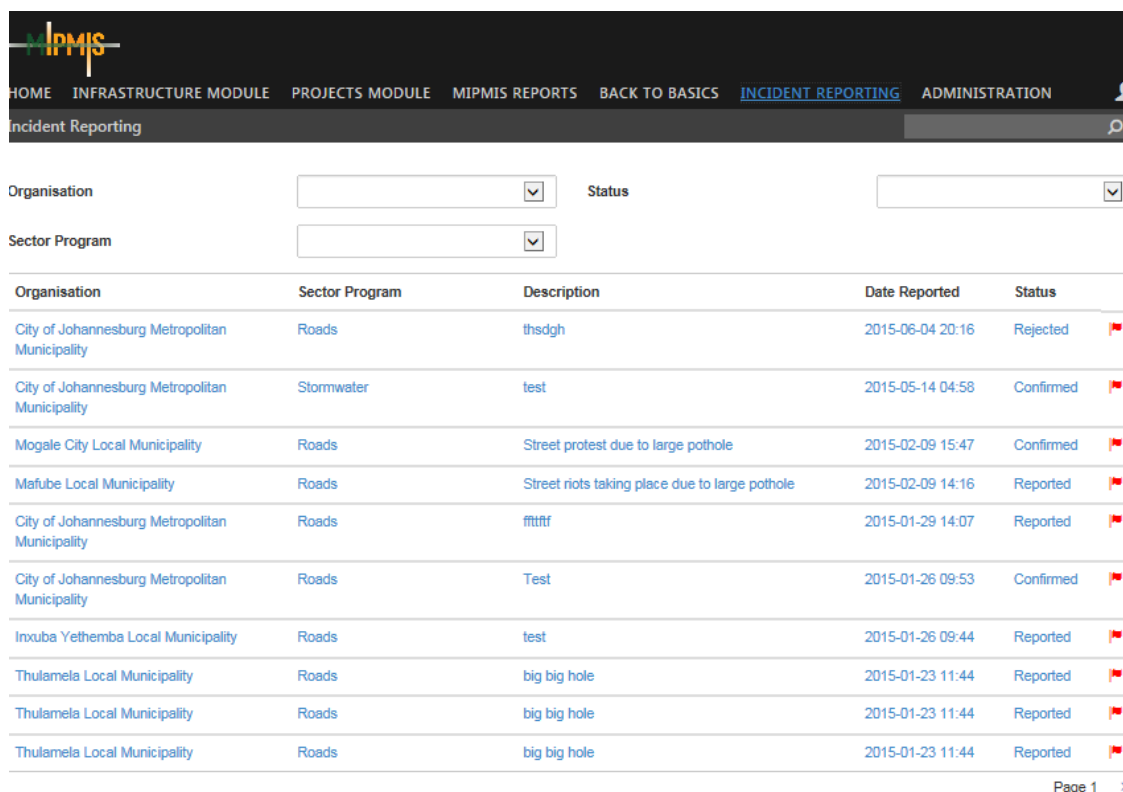
5. **Longitude** – GPS coordinates to be inserted in these fields, the format should be as follows: 35.1627 Decimal Degrees (DD).
6. **Latitude** – GPS coordinates to be inserted in these fields, the format should be as follows: -26.7627 Decimal Degrees (DD).
7. **Longitude and Latitude** – The GPS coordinates can also be added by clicking on the map
8. **Sector\*** – Using the drop-down menu, select the Sector.
9. **Fault Type\*** – Using the drop-down menu, select the Fault Type.
10. **Description\*** - Please enter a detailed description in this field.
11. **Photo** – By clicking on Browse, you will be able to upload a photo from your device.
12. **Submit** - Once all mandatory fields are completed, click on the Submit button.

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## 2 The Incident Reporting Module

### 2.1 Incident Reporting Control Centre




Organisation	Sector Program	Description	Date Reported	Status
City of Johannesburg Metropolitan Municipality	Roads	thsdgh	2015-06-04 20:16	Rejected
City of Johannesburg Metropolitan Municipality	Stormwater	test	2015-05-14 04:58	Confirmed
Mogale City Local Municipality	Roads	Street protest due to large pothole	2015-02-09 15:47	Confirmed
Mafube Local Municipality	Roads	Street riots taking place due to large pothole	2015-02-09 14:16	Reported
City of Johannesburg Metropolitan Municipality	Roads	ftitf	2015-01-29 14:07	Reported
City of Johannesburg Metropolitan Municipality	Roads	Test	2015-01-26 09:53	Confirmed
Inxuba Yethemba Local Municipality	Roads	test	2015-01-26 09:44	Reported
Thulamela Local Municipality	Roads	big big hole	2015-01-23 11:44	Reported
Thulamela Local Municipality	Roads	big big hole	2015-01-23 11:44	Reported
Thulamela Local Municipality	Roads	big big hole	2015-01-23 11:44	Reported

Page 1 >

By using the top Navigation bar and clicking on the Incident Reporting Module, the Incident Reporting Control Centre is displayed. To highlight where in the system you are, the selected screen name will change from white to blue in the navigation bar. This screen gives a list of all reported Incidents.

The user is able to **filter** the list display on Organisation and/or Status and/or Sector Programme. The filter will remain active for the current login session until the user removes it by pressing the **X** next to it.

#### 2.1.1 Menu Icons

 **Search** - The user is able to search for a specific record using the Description.

#### 2.1.2 List Items

**Organisation** - The organisation responsible for Incident Reporting.

**Sector Programme** – Sector in which the Incident occurred.

**Description** – A short description of the incident.

**Date Reported** – Date the Incident were reported.

**Status** – Status of the Incident. (The colour of the flags will indicate if the progress on the Incident is on track (Green) or overdue (Red)).

## 2.2 Updating Incident Reporting

Detail	
Reference	GT-WA-0002
Status	Confirmed
Date Reported	2015-05-14

Reporter	
Name	Anja
Surname	Scholtz
Telephone	0835737842
E-Mail	anjas@icentricpss.co.za
Description	test

Location	
Province	Gauteng
District	City of Johannesburg Metropolitan Municipality
Organisation	City of Johannesburg Metropolitan Municipality
Longitude	0
Latitude	0

Categorization	
Sector Program	Stormwater
Fault Type	Manhole cover missing

Actions	
Add comments...	
<a href="#">Add Comment</a> <a href="#">Duplicate</a> <a href="#">Reject</a> <a href="#">Close</a>	
Confirmed	
2015-05-14 04:58	Anja Scholtz

On this screen you are able to have a holistic view of the reported Incident.

### 2.2.1 Content

The Incident Reporting screen is divided into 5 areas:

1. Detail
2. Reporter
3. Location
4. Categorisation
5. Actions
  - Add Comments
  - Confirm it is a Duplicate
  - Reject
  - Close

*Please note, click in the Actions Box and start typing to activate the above tabs*

**Detail** – Details regarding the Incident.

**Reporter** – Details regarding the person that reported the Incident.

**Location** – Location of the Incident.

**Categorisation** - Category of the Incident.

**Actions** – Actions regarding the Incident.

*Please note, below the Actions Box, all comments previously made are displayed.*

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# Section E: MIPMIS Reports



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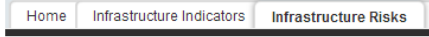
# 1 MIPMIS Reports

## The Dashboards

### Navigation

To move between sheets click on the sheets tab at the top. Your selections will carry through from tab to tab.

### Make selections



Making a selection has the effect of filtering the entire data set by the selected value. To make a selection click on the check box next to the data value you want to know more about. The selected data will turn green, and will also be shown with a check mark. Values compatible with the selection are white and unrelated values are gray. To select more than one item in the same listbox, hold the CTRL key down while selecting additional values.

### Step Back/Forward, Clear Selections, or Lock & Unlock

To undo or redo your last selection, click on the "Back" or "Forward" button in the left corner of the page. To clear selections click on the "Clear Selections button" in the left corner of the page.

### Search specific values

Click on the caption of a listbox and start typing your searchterm. Use ENTER to select all corresponding values or pick single ones with your mouse.

### Minimized objects

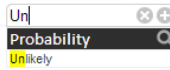
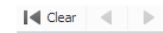
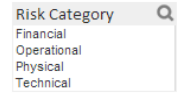
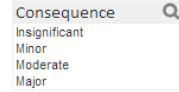
Double click on the icon of a minimized object to enlarge it.

### Cycle & Drill Buttons

If available, click on a cycle button or drill down button to display or drill down to the next variable in the chart.

### Try and play here!

Here you can test the options described:

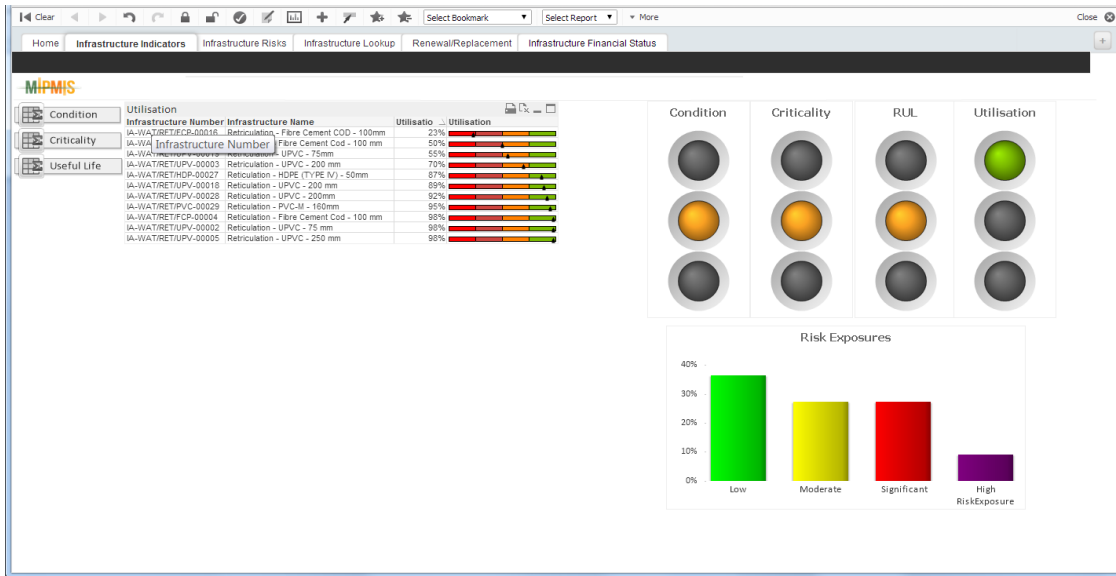


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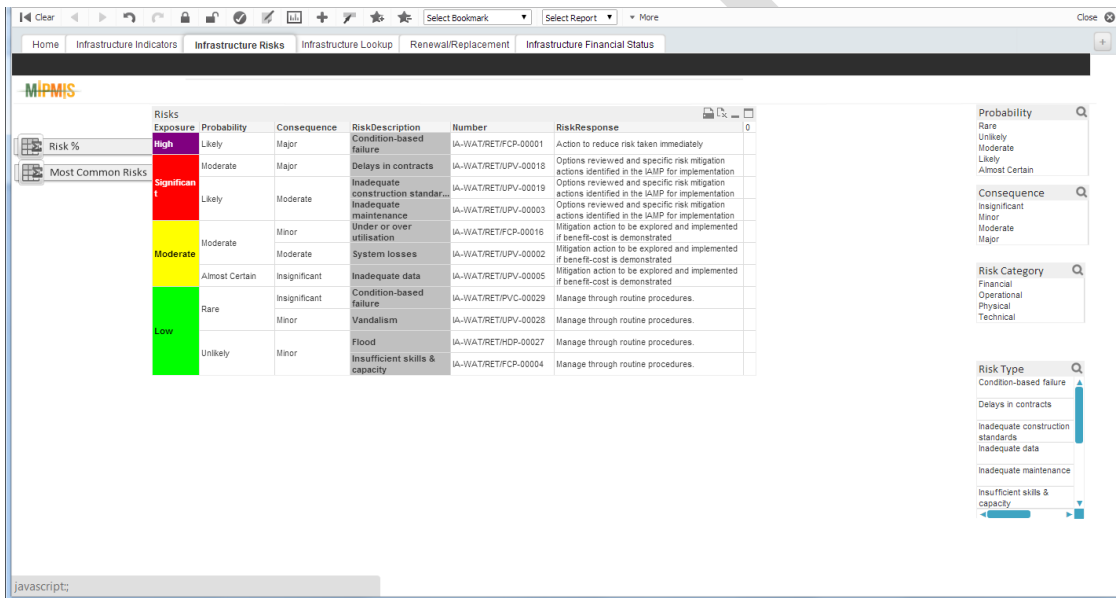
# Introduction to MIPMIS

## 1.1.1 Asset Dashboard

### Asset Performance Indicators



### Asset Risks



# Introduction to MIPMIS

## Map of Asset Locations

Infrastructure Number	Infrastructure Name	Current Value
Total		R 235 366,99
IA-WATRETIFCP-00004	Retiulation - Fibre Cement Cod - 100 mm	R 24,67
IA-WATRETIFCP-00001	Retiulation - Fibre Cement Cod - 100 mm	R 7,63
IA-WATRETHDCP-00027	Retiulation - HDPE (TYPE N) - 50mm	R 474,61
IA-WATRETIPVC-00029	Retiulation - PVC-M - 160mm	R 125 407,51
IA-WATRETIPV-00002	Retiulation - UPVC - 75 mm	R 339,23
IA-WATRETIPV-00018	Retiulation - UPVC - 200 mm	R 86 006,42
IA-WATRETIPV-00028	Retiulation - UPVC - 200mm	R 3 746,65
IA-WATRETIFCP-00016	Retiulation - Fibre Cement COD - 100mm	R 14 797,20
IA-WATRETHDCP-00018	Retiulation - HDPE - 50mm	R 3 459,81

## Renewal Score

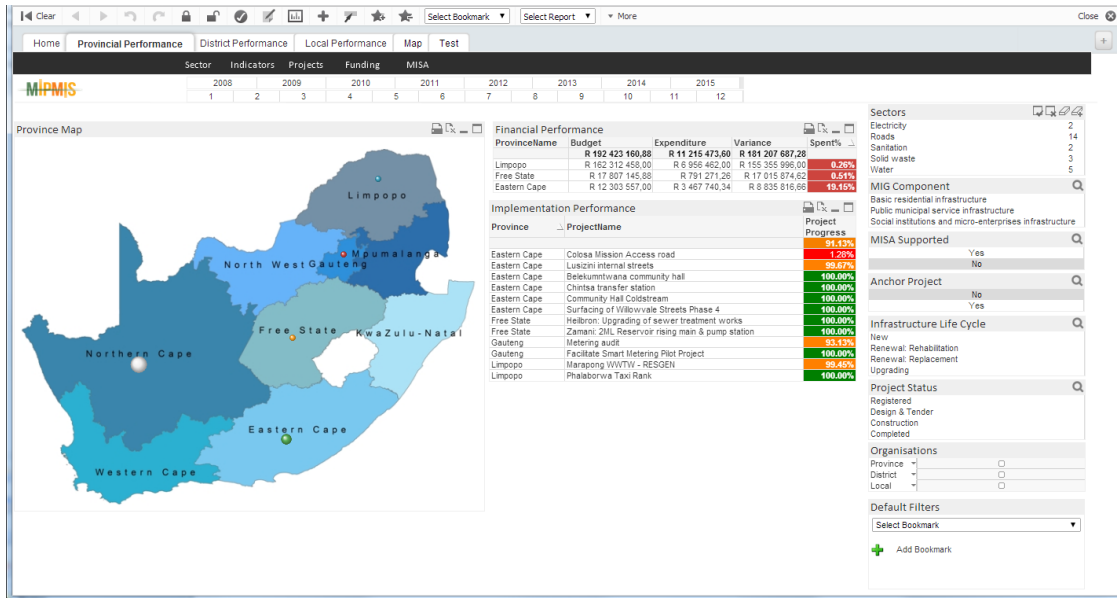
Infrastructure Number	Infrastructure Name	Condition	Condition Grade	Age	EUL	RUL	Indicative RUL	% of Useful Life	Condition Weight	Criticality	% Not Utilisation	% Relative Current Val.	Current Replacement Cost
IA-WATRETIFC...	Retiulation - Fib...	Unsound, failed needs reconstruction/ replacement (> 50% ...	5	83	120	37	-71	69.17%	90.00%	50.00%	50.00%	0.00%	R 160,43
IA-WATRETIFC...	Retiulation - Fib...	Unsound, failed needs reconstruction/ replacement (> 50% ...	5	83	120	37	-71	69.17%	90.00%	100.00%	2.00%	0.01%	R 518,23
IA-WATRETUP...	Retiulation - UP...	Unsound, failed needs reconstruction/ replacement (> 50% ...	5	83	120	37	-71	69.17%	90.00%	50.00%	2.00%	0.14%	R 1 424,78
IA-WATRETUP...	Retiulation - U...	Unsound, failed needs reconstruction/ replacement (> 50% ...	5	83	120	37	-71	69.17%	90.00%	100.00%	30.00%	0.21%	R 2 028,11
IA-WATRETUP...	Retiulation - U...	Unsound, failed needs reconstruction/ replacement (> 50% ...	5	83	120	37	-71	69.17%	90.00%	0.00%	2.00%	0.27%	R 2 689,61
IA-WATRETUP...	Retiulation - UP...	Marginal, clearly evident deterioration (10-20%), Significant ...	3	80	120	40	-26	66.67%	55.00%	0.00%	8.00%	1.59%	R 17 200,53
IA-WATRETUP...	Retiulation - FI...	Marginal, clearly evident deterioration (10-20%), Significant ...	3	80	120	40	-26	66.67%	55.00%	0.00%	77.00%	6.29%	R 71 167,50
IA-WATRETUP...	Retiulation - UP...	Marginal, clearly evident deterioration (10-20%), Significant ...	3	80	120	40	-26	66.67%	55.00%	100.00%	11.00%	36.54%	R 394 647,68
IA-WATRETUP...	Retiulation - U...	Marginal, clearly evident deterioration (10-20%), Significant ...	3	62	120	58	-8	51.67%	55.00%	50.00%	45.00%	1.47%	R 13 052,95
IA-WATRETIPV...	Retiulation - PV...	Sound structure, well maintained. Only normal maintenance r...	1	50	120	70	70	41.67%	0.00%	50.00%	5.00%	53.28%	R 259 365,54
IA-WATRETHD...	Retiulation - HD...	Sound structure, well maintained. Only normal maintenance r...	1	48	120	71	71	40.83%	0.00%	0.00%	13.00%	0.20%	R 11 965,30

## Asset Financial Status

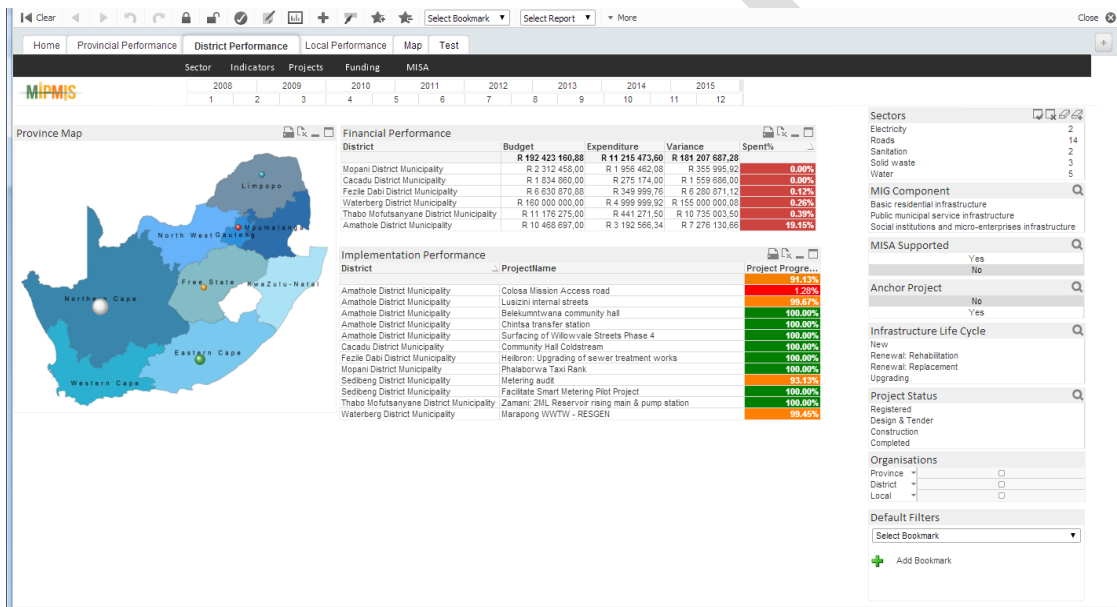
Infrastructure Number	Infrastructure Name	Quantity	Replacement Cost Per Item	Purchase Price	Depreciated Replacement Cost	Current Replacement Cost	Addition Amount
Total		11	R 774 230,66	R 126 167,72	R 235 386,99	R 774 230,66	R 235 366,99
IA-WATRETIFC...	Retiulation - Fib...	1	R 160,43	R 24,45	R 7,63	R 160,43	R 7,63
IA-WATRETIFC...	Retiulation - Fib...	1	R 518,23	R 78,99	R 24,67	R 518,23	R 24,67
IA-WATRETUP...	Retiulation - UP...	1	R 1 424,78	R 217,19	R 339,23	R 1 424,78	R 339,23
IA-WATRETUP...	Retiulation - U...	1	R 2 028,11	R 309,16	R 482,68	R 2 028,11	R 482,68
IA-WATRETUP...	Retiulation - U...	1	R 2 689,61	R 410,00	R 640,36	R 2 689,61	R 640,36
IA-WATRETHD...	Retiulation - HD...	1	R 11 965,30	R 2 451,51	R 474,61	R 11 965,30	R 474,61
IA-WATRETUP...	Retiulation - U...	1	R 13 052,95	R 2 219,89	R 3 459,81	R 13 052,95	R 3 459,81
IA-WATRETUP...	Retiulation - UP...	1	R 17 200,53	R 2 349,80	R 3 746,65	R 17 200,53	R 3 746,65
IA-WATRETIFC...	Retiulation - FI...	1	R 71 167,50	R 9 617,23	R 14 797,20	R 71 167,50	R 14 797,20
IA-WATRETIPV...	Retiulation - PV...	1	R 259 365,54	R 54 488,58	R 125 407,51	R 259 365,54	R 125 407,51
IA-WATRETHDCP...	Retiulation - UP...	1	R 394 647,68	R 53 949,34	R 86 006,42	R 394 647,68	R 86 006,42

### 1.1.2 Projects Dashboard

#### Provincial Performance



#### District Performance





# Introduction to MIPMIS

## Local Performance

**Financial Performance**

Local	Budget	Expenditure	Variance	Spent%
Local	R 192 423 160,88	R 11 215 473,60	R 181 207 687,28	
Ba-Phalaborwa Local Municipality	R 2 312 458,00	R 1 956 462,08	R 355 995,92	0,00%
Kou-Kamma Local Municipality	R 1 634 660,00	R 275 174,00	R 1 359 486,00	0,00%
Mbashe Local Municipality	R 6 812 045,00	R 718 577,73	R 6 093 467,27	0,00%
Ngwathe Local Municipality	R 6 630 870,88	R 349 999,76	R 6 280 871,12	0,12%
Lephahle Local Municipality	R 160 000 000,00	R 4 999 999,92	R 155 000 000,08	0,26%
Phumelela Local Municipality	R 11 176 275,00	R 441 271,50	R 10 735 003,50	0,39%
Great Kei Local Municipality	R 3 656 652,00	R 2 473 988,61	R 1 182 663,39	19,15%

**Implementation Performance**

Local	Project Name	Project Progress
Ba-Phalaborwa Local Municipality	Phalaborwa Taxi Rank	100,00%
Emfuleni Local Municipality	Metering audit	83,13%
Great Kei Local Municipality	Lusizi internal streets	80,67%
Great Kei Local Municipality	Bekilemotswana community hall	100,00%
Great Kei Local Municipality	Chintsa transfer station	100,00%
Kou-Kamma Local Municipality	Community Hall Coldstream	100,00%
Lephahle Local Municipality	Marangong WWTV - RESSEB	91,46%
Lesedi Local Municipality	Facilitate Smart Metering Pilot Project	100,00%
Mbashe Local Municipality	Colosa Mission Access road	1,25%
Mbashe Local Municipality	Surfacing of Villovoivale Streets Phase 4	100,00%
Ngwathe Local Municipality	Helbron: Upgrading of sewer treatment works	100,00%
Phumelela Local Municipality	Zamani: 2Ml Reservoir riser main & cumo station	100,00%

## Performance Map

**Map Type**

- roadmap
- mobile
- satellite
- terrain
- hybrid

**Sectors**

- Electricity: 2
- Roads: 14
- Sanitation: 2
- Solid waste: 3
- Water: 5

**MIG Component**

- Basic residential infrastructure
- Public municipal service infrastructure
- Social institutions and micro-enterprises infrastructure

**MISA Supported**

- Registered: Yes
- Design & Tender: No
- Construction: No
- Completed: No

**Anchor Project**

- Registered: No
- Design & Tender: Yes
- Construction: No
- Completed: No

**Infrastructure Life Cycle**

- New: No
- Renewal: Rehabilitation: No
- Renewal: Replacement: No
- Upgrading: No

**Project Status**

- Registered: No
- Design & Tender: No
- Construction: No
- Completed: No

**Organisations**

- Province:
- District:
- Local:

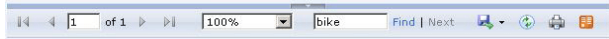
**Default Filters**

- Select Bookmark:
- Add Bookmark:

## 1.2 Using the Reports

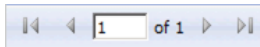
MIPMIS provides a Viewer that is used to display reports on demand as they are requested from the MIPMIS server. It includes a report toolbar, a parameter section, a credentials section, and a document map. The report toolbar includes features you can use to work with your report, including export options so that you can view your report in formats other than HTML. The parameter section and document map appear only when you open reports that are configured to use parameters and a document map control.

### 1.2.1 Report Toolbar



The report toolbar provides page navigation, zoom, refresh, search, export, print, and data feed functionality for reports.

Print functionality is optional. When it is available, a Printer icon appears on the report toolbar. Clicking the Printer icon opens a Print dialog box so that you can select from the printers that are configured for your computer.



**Page navigation controls** - Open the first or last page of a report, scroll through a report page by page, and open a specific page in a report. To view a specific page, type the page number and press ENTER



**Page display controls** - Enlarge or reduce the size of the report page. In addition to percentage-based changes, you can select **Page Width** to fit the horizontal length of a report page in the browser window, or **Whole Page** to fit the vertical length of a report in the browser window. A **Zoom** option is supported by Microsoft Internet Explorer 5.5 and later.



**Search field** - Search for content in the report by typing a word or phrase that you want to find (the maximum value length is 256 characters). The search is case-insensitive and starts at the page or section that is currently selected. Only visible content is included in a search operation. To search for subsequent occurrences of the same value, click **Next**.



**Export formats** - Open a new browser window and render the report in the selected format. The formats that are available are determined by the rendering extensions that are installed on the report server. TIFF is recommended for printing. Click **Export** to view the report in the selected format.



**Document map icon** - Show or hide the document map pane in a report that includes a document map. A document map is a report navigation control similar to the navigation pane on a Web site. You can click on items in the document map to navigate to a specific group, page, or sub-report.



**Printer icon** - Open a Print dialog box so that you can specify print options and print a report. On first use, clicking this icon prompts you to download the print control.



**Report refresh icon** - Refresh the report. Data for live reports are refreshed. Cached reports are reloaded from where they are stored.

### 1.2.2 Parameters

Parameters are values that are used to select specific data (specifically, they are used to complete a query that selects the data for your report, or to filter the result set). Parameters that are commonly used in reports include dates, names, and IDs. When you specify a value for a parameter, the report contains only the data that matches the value; for example, employee data based on an Employee ID parameter. Parameters correspond to fields on the report. After you specify a parameter, click **View Report** to get the data.

The report author defines the parameter values that are valid for each report. A report administrator can also set parameter values. To find out which parameter values are valid for your report, ask your report designer or administrator.

### 1.2.3 Credentials

Credentials are user name and password values that grant access to a data source. After you specify your credentials, click **View Report** to get the data. If a report requires you to log on, the data that you are authorized to see might differ from the data that another user sees. Consequently, two users can run the same report and get different results. In addition, some reports contain hidden areas that are revealed based on user logon credentials or selections made in the report itself. Hidden areas in the report are excluded from search operations, producing different search results than when all parts of the report are visible.

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# **ANNEXURE 1- MIPMIS USER GUIDE**

**Basics of**

**Infrastructure Project Life Cycle**

**And**

**Development of a Compliant Asset Register**

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**Municipal Infrastructure Support Agent (MISA)**  
Cooperative Governance & Traditional Affairs (CoGTA)

## MIPMIS Nerve Centre



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MUNICIPAL ACTION NETWORK