# 4T02

# Project Steering Committee Empowerment Checklist

The Project Manager is responsible for empowering the Project Steering Committee in order for the PSC to carry out it’s function of overseeing the planning and implementation of the project.

Elements to be discussed with the Project Steering Committee include:

### Institutional Arrangements and Roles and Responsibilities

Who does what within the programme including the roles of:

* The Sponsoring Department
* Programme Implementing Agent (IA)
* Local Municipality (if the municipality is not the PIA)
* IA Programme Manager
* Project Steering Committee
* Project Manager
* Community Committee
* Contractor

### Typical Project Cycle

What are the steps in the planning and implementation of the project and who carries out each activity. This should include:

* + The project identification phase
  + The project planning and design phase
  + Procurement
  + Award of the engineering and construction works contract
  + Handover of the completed facility
  + Ongoing management, use, operation and maintenance

### Project Planning Activities

What are the major activities that occur during the project planning process and who carries out each activity including:

* + Community skills and unemployment audit
  + Project design and preparation of specifications, budgets and tender documents
  + Sustainability planning
  + Preparation of the project business plan
  + Approval of the Project Business Plan

### Procurement of engineering and construction works

What are the steps in the procurement of engineering and construction works contracts and who carries out each activity. This should include:

* + The procurement process
  + Procurement documents
  + Evaluation, selection of the contractor and award of the contract

### Implementation and Construction

What are the steps in the implementation of the project and who carries out each activity. This should include:

* Site establishment by the contractor
* Employment of local labour
* Site meetings
* Monthly payment certificates
* Site supervision and quality control
* Instructions to the contractor
* Hand over of the completed facility by the contractor to the PIA
* Maintenance period by the contractor ( including the purpose, roles & responsibilities, time period)

### Dispute Resolution

It is essential that the PSC is empowered on how to handle conflict and how to resolve disputes as these are likely to occur within any developmental project. Particularly disputes between the contractor and the community labour.

### Sustainability Planning

The PSC should be taken through the sustainability planning process so that they understand what the key role of the Community Sports Council will be in this regard.