

ITEM NO:
REPORT: Progress Report on *m*SCOA Implementation
COUNCIL:
FILE REF:

REPORT OF THE DEPARTMENT OF FINANCE

1. PURPOSE OF THE REPORT

The purpose of this report is to inform the Audit Committee about the progress made in relation to the implementation of project *m*SCOA. The project is initiated by the National Treasury through promulgation of regulations (Gazette No 37577) to implement and standardise the chart of accounts all municipalities by 1 July 2017.

2. BACKGROUND

“**Standard Chart of Accounts**” is defined as a multi – dimensional classification framework providing the method and format for recording and classifying financial transaction information in the general ledger forming part of the books of account containing a standard list of all available accounts.

3. DISCUSSION

Mogale City is currently transacting on *m*SCOA as was required by National Treasury as of 1 July 2017. The following table highlight the progress made as per the milestones for the period ended 31 December 2023.

The following table highlight milestones achieved by end of first quarter.

Description	Status	Frequency	Mitigation
○ Monthly Creditors	Uploaded successfully	Monthly	None
○ Monthly Debtors	Uploaded successfully	Monthly	None
○ Income and Expenditure	Uploaded successfully	Monthly	None
○ Audited Actuals (AUDA)	Uploaded successfully	Annually	None
○ Training	Continuous with National Treasury advisor	As and when required	None

REPORT

The table below highlights and summarises key milestones still to be achieved for the successful delivery of the project. These following milestones are to be implemented with the implementation of a new system.

Description	Status		Comment
	Planned Start Date	Planned End Date	
MILESTONE 1 - Project Planning & Project Kick-Off.	10/9/2023	10/31/2023	Kick-Off Meeting, Project Planning, Project Doc
MILESTONE 2 - Munsoft IFMS Hardware and Software Deployment	10/16/2023	10/31/2023	Hardware deployed
MILESTONE 3 - Disaster Recovery Deployment	10/16/2023	10/31/2023	Deployed
MILESTONE 4 - MUNSOFT Connectivity Deployment	10/13/2023	1/31/2024	Due date still to be confirmed
MILESTONE 5 - IFMS Training.	1/22/2024	3/15/2024	Training in progress, users are attending
MILESTONE 6 - Data Conversion see Annexure B	2/1/2024	2/29/2024	In progress
MILESTONE 7 - IFMS Go-Live.	3/1/2024	3/30/2024	Planned
MILESTONE 8 - MUNSOFT eService Deployment	3/1/2024	3/30/2024	Planned
MILESTONE 9 - Reporting Deployment.	3/1/2024	3/30/2024	Planned
MILESTONE 10 - HR/PAYROLL DEPLOYMENT see Annexure B	2/1/2024	4/30/2024	In progress
MILESTONE 11- Vendor Integration	2/1/2024	3/30/2024	In progress
MILESTONE 12 - Performance Management	6/21/2024	7/31/2024	Planned
MILESTONE 13 - PROJECT PRIORITISATION AND MANAGEMENT (PROJECT ACCOUNTING)	11/23/2023	3/8/2024	In progress
MILESTONE 14 - PROJECT CLOSURE	4/1/2024	4/30/2024	Planned

4. WAY FORWARD

The following are some of the key milestones that will be implemented during the **third** and later quarters of the new financial year:

- 4.1. **Milestones**, all milestones outstanding are currently being rolled out as part of the with the new system.
- 4.2. **Project Roadmap**, a project roadmap and plan has been developed identifying amongst others key *mSCOA* milestone and includes alignment of the 15 business processes.
- 4.3. **Training** the appointed new system provider is currently rolling out training on *mSCOA*, and it is being implemented in the system itself.

5. IMPLICATIONS

5.1 Financial Implications

None

5.2 Legislative Implications

Non-compliance with regulations (Gazette No 37577).

5.3 Human Resources Implications

None

5.4 Business Risks Implications

None

6. STAKEHOLDER CONSULTED

Chief Financial Officer

7. CONCLUSION

During third quarter of the financial year, all the required monthly and quarterly *m*SCOA data strings were uploaded successfully.

8. RECOMMENDED:

- 8.1. That the progress report on the implementation of municipal Standard Chart of Accounts (*m*SCOA) for second quarter of the 2023/2024 financial be noted.
- 8.2. That the attached National Treasury status report on *m*SCOA implementation be noted.
- 8.3. That the attached Mogale City Project Plan developed by Mogale City and MUNSOFT for the implementation of the Enterprise Resource Planning (ERP) system be noted.

Responsible Person

CFO

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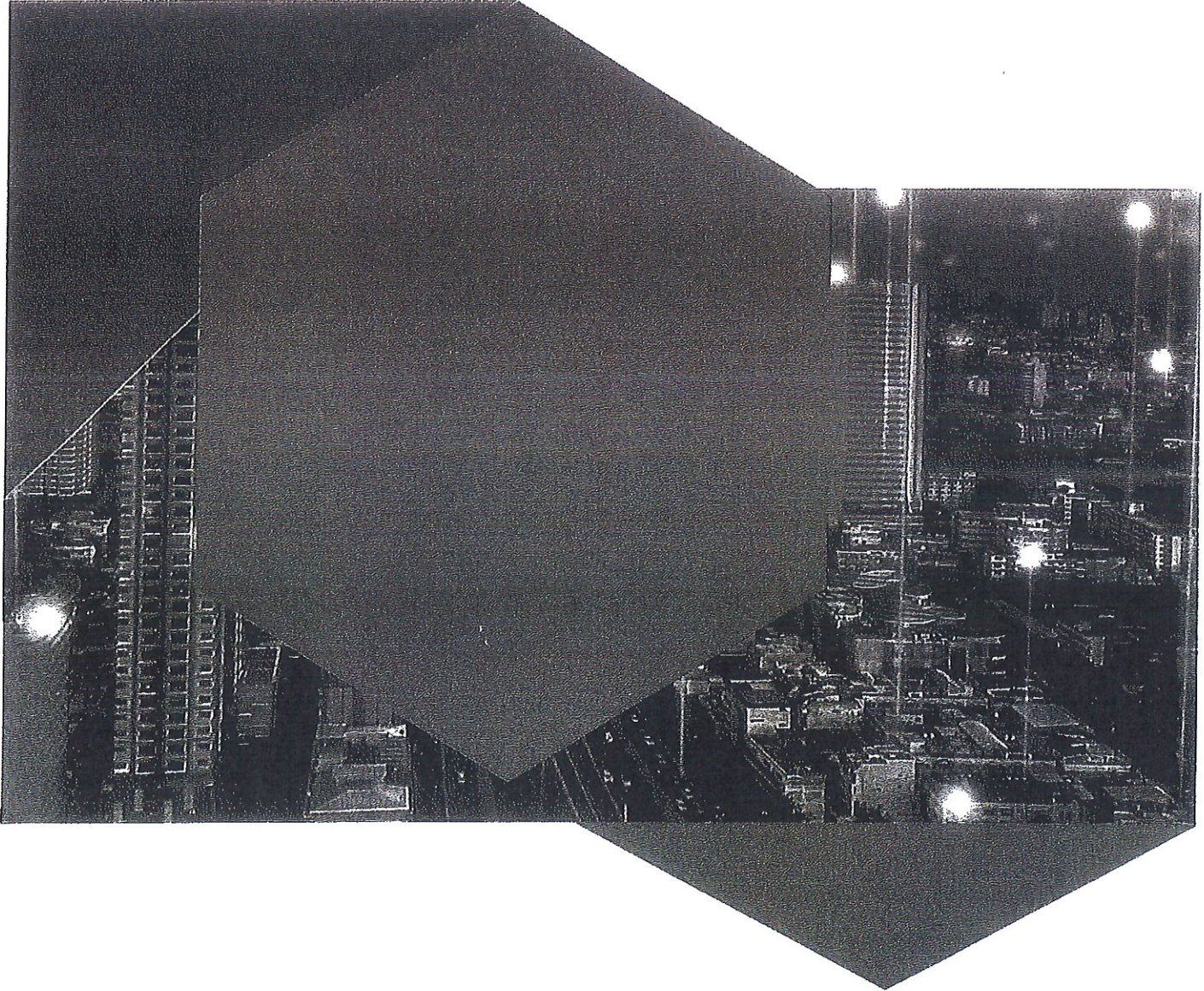
Annexure A: National Treasury Data Strings Dashboard

REPORT

Financial Year	2022	2023	2024
RAUD			
PAUD			
AUDA			
ORGB			
PROR			
M01			
M02			
M03			
M04			
M05			
M06			

Mogale City

MUNSOFT
municipal financial software



Project Plan

FOR MOGALE CITY LOCAL MUNICIPALITY

10 OCTOBER 2023

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1. CLIENT OVERVIEW

As part of the ERP Solution, the following key information about the client is relevant:

Client Name	Mogale City Local Municipality
Physical Location – Head Office	Corner commissioner & market streets, Krugersdorp
Current Financial System	BIQ
Vendor Integrations	<ol style="list-style-type: none">1. TMT Systems (Traffic Management)2. ESRI (GIS)3. RMA Meter Reading or Consolidated African Technologies4. Muncomp (document management)5. MBL (Account payments, they are replacing Easy pay)6. IMQS (Fixed Assets)7. Org Plus (Organisational structure tool, HR uses it and payday needs to integrate here)8. eNatis9. PowerCom metering Africa
Satellite Offices	43 Remote sites 12 with financial system users (Locations to be confirmed)
Number of FMS Users	369
Planned FMS Cutover Date	2024/03/04

2. PROJECT TEAM AND ASSIGNED RESOURCES

MUNSOFT TEAM AND ASSIGNED RESOURCES.

The proposed team structure for this project is:

NAME	CONTACT	ROLE	RESONSIBILITIES
Ndiafhi Rerani	ndiafhi@munsoft.co.za 067 181 5587	Executive Sponsor	Has ultimate authority and responsibility for a project
Nkululeko Nondzaba	nkululeko@munsoft.co.za 076 330 3031	Project Owner	Overall accountability for the project. Escalation point for project issues.
Chulumanco Nqadala	chulumanco@munsoft.co.za 082 047 9510	Key Account Manager	Customer liaison
Christa de Beer	christa@munsoft.co.za 072 215 7068	Project Manager	Coordinating, tracking and progress as per programme deliverables. Escalation point for project issues.

CLIENT TEAM AND ASSIGNED RESOURCES.

The proposed team structure for this project is:

NAME	CONTACT	ROLE	RESONSIBILITIES
Mike Dube	Michael.Dube@mogalecity.gov.za	Executive Sponsor	Has ultimate authority and responsibility for a project
Binang Monkwe	binang.monkwe@mogalecity.gov.za	Project Owner	Overall accountability for the project. Escalation point for

Project
Manager

project issues.
Coordinating,
tracking and
progress as
per
programme
deliverables.

Escalation
point for
project issues.

3. PROJECT ROLES AND RESPONSABILITIES

ROLES	RESPONSIBILITIES
Executive Sponsor	Has ultimate authority and responsibility for a project
Project Owner	Overall accountability for the project
Project Manager/Implementation Manager	Coordinating and tracking progress as per the agreed upon project plan. Scheduling of teams to conduct work as per the agreed upon project plan. Reporting on project progress in a timely manner. Approve IS change requests, project change requests Provide direction to project teams
Team Leader	Day-to-day co-ordination of resources. Escalation point for project issues.

The above roles and responsibilities relate to the team members appointed to each team.

4. PROJECT PLAN

MILESTONE 1 – PROJECT PLANNING & PROJECT KICK-OFF

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Project Planning	Project Manager	N/A	1 Day	2023/10/09	2023/10/09	100%
Confirm Appointment Letter Received from client	Project Manager	N/A	1 Day	2023/10/09	2023/10/09	100%
Schedule Infrastructure Assessment/RFI	Project Manager	N/A		2023/10/09	2023/10/09	100%
Confirm Date and Time for Internal Project Kick-Off Meeting	Project Manager	N/A		2023/10/09	2023/10/09	100%
Create Draft Project Charter	Project Manager	N/A	1 Day	2023/10/09	2023/10/09	100%
Create Draft Project Plan	Project Manager	N/A		2023/10/09	2023/10/09	100%
Create Draft Communications Plan	Project Manager	N/A		2023/10/09	2023/10/09	100%
Internal Project Kick-Off Meeting	Project Manager	N/A	1 Day	2023/10/12	2023/10/12	100%
Assign Core Project Delivery Team	Project Manager	N/A	1 Day	2023/10/12	2023/10/12	100%
Project Kick-Off Meeting	Project Manager	N/A	1 Day	2023/10/12	2023/10/12	100%
Confirm Date and Time for Project Kick-Off meeting	Project Manager	N/A	1 Day	2023/10/12	2023/10/12	100%
Send Official Project Kick-Off Meeting Invitation to all Relevant Parties	Project Manager	N/A		2023/10/12	2023/10/12	100%
Client Project Kick-Off Meeting	Project Manager	N/A		2023/10/12	2023/10/12	100%
Obtain a PDF of coat of arms of the municipality	Implementation Manager	N/A		2023/10/12	2023/10/12	100%
Steering Committee setup/details to be provided	Project Manager	N/A		2023/10/12	2023/10/12	100%
Agree on days and times of scheduled conversion meetings	Project Manager	N/A		2023/10/12	2023/10/12	100%
Secure a suitable venue for the conversion Team to operate	Project Manager	N/A		2023/10/12	2023/10/12	100%
Confirm and Sign-Off Project Charter	Project Manager		1 Day	2023/10/20	2023/10/20	
Confirm and Sign-Off Project Communications Plan	Project Manager		1 Day	2023/10/20	2023/10/20	

Provide training for ProIV client software installation on workstations	Support ICT	7 Days	2023/10/16	2023/10/31	100%
Setup printers (if required)	Support ICT	7 Days	2023/10/16	2023/10/31	100%
HR/Payroll Server	Support ICT	7 Days	2023/10/16	2023/10/31	100%
Setup HR/Payroll Server	Support ICT	7 Days	2023/10/16	2023/10/31	100%
Give server access to HR/Payroll team	Support ICT	7 Days	2023/10/16	2023/10/31	100%
Milestone Closure		7 Days	2023/10/16	2023/10/31	100%
Complete Milestone closure form and certificate	Project Manager	7 Days	2023/10/16	2023/10/31	100%
Send completion confirmation E-mail to client	Project Manager	7 Days	2023/10/16	2023/10/31	100%
Receive signed milestone closure form and certificate	Project Manager	7 Days	2023/10/16	2023/10/31	100%

MILESTONE 3 – DISASTER RECOVERY

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Planning						
Send client Schedule G pre-deployment document	Project Manager/ Continuity		60min	2023/10/16	2023/11/30	100%
Receive pre-deployment information from client	Project Manager		1 Day	2023/10/16	2023/11/30	100%
Send completed pre-deployment information to continuity team	Project Manager		60min	2023/10/16	2023/11/30	100%
Execution						
Munsoft DR Deployment	Marcos / Daniel – if required		60min	2023/10/16	2023/11/30	100%
Allocate Veeam license on Munsoft Veeam platform	Continuity		60min	2023/10/16	2023/11/30	100%
Install and configure Veeam on Munsoft server	Ben / Daniel – if required		60min	2023/10/16	2023/11/30	100%
Test backups	Continuity		60min	2023/10/16	2023/11/30	100%

Setup Veeam reporting for Munsoft DR	Continuity	2023/10/16	2023/11/30	100%
Payday DR Deployment	Continuity	2023/10/16	2023/11/30	100%
Confirm Payday server operation system	Continuity	2023/10/16	2023/11/30	100%
Allocate Veeam license on Munsoft platform	Continuity	2023/10/16	2023/11/30	100%
Install and configure Veeam agent on Payday server	Continuity	2023/10/16	2023/11/30	100%
Configure selection list as per completed pre-deployment document	Continuity	2023/10/16	2023/11/30	100%
Setup daily Payday Veeam report	Continuity	2023/10/16	2023/11/30	100%
Setup template for Payday DR monthly report	Continuity	2023/10/16	2023/11/30	100%
Testing				
Test Veeam backups from client site to data center	Continuity	2023/10/16	2023/11/30	100%
Milestone Closure				
Complete Milestone closure form and certificate	Project Manager / Continuity	2023/10/16	2023/11/30	100%
Send completion confirmation E-mail to client	Project Manager / Continuity	2023/10/16	2023/11/30	100%
Receive signed milestone closure form and certificate	Project Manager / Continuity	2023/10/16	2023/11/30	100%
MILESTONE 4 – CONNECTIVITY DEPLOYMENT				
Task Name	Munsoft Resource	Start	Finish	Status
Initiation & Planning				
Complete Service Provider documentation (MUNINET)		2023/10/13	2024/03/31	
Confirm correct installation address (MUNINET)		2023/10/13	2024/03/31	
Submit required documentation to Supplier		2023/10/13	2024/03/31	
Complete Service Provider RFI Documentation		2023/10/13	2024/03/31	
Service Provider to conduct site survey		2023/10/13	2024/03/31	
Approve Service Provider Proposed Solution		2023/10/13	2024/03/31	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Procurement				2023/10/13	2024/03/31	
MUNINET Execution				2023/10/13	2024/03/31	
Follow up on MUNINET installation date from Service Provider				2023/10/13	2024/03/31	
Confirm rack space is available for Service Provider hardware				2023/10/13	2024/03/31	
Confirm MUNINET installation date with Service Provider				2023/10/13	2024/03/31	
Confirm MUNINET installation date with Client				2023/10/13	2024/03/31	
Testing				2023/10/13	2024/03/31	
Test that the line speed is correct				2023/10/13	2024/03/31	
Test that the line is accessible				2023/10/13	2024/03/31	
Milestone Closure				2023/10/13	2024/03/31	
Complete Milestone closure form and certificate				2023/10/13	2024/03/31	
Send completion confirmation E-mail to client				2023/10/13	2024/03/31	
Receive signed milestone closure form and certificate				2023/10/13	2024/03/31	

MILESTONE 5 – MUNSOFT FMS TRAINING

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Information Gathering			60 Days	2023/10/17	2024/02/29	
Site Survey				2023/10/17	2024/02/29	
Compile Site Survey report				2023/10/17	2024/02/29	
General Ledger Data (Detailed Ledger & Trial Balance)				2023/10/17	2024/02/29	
Consumer Debtor Data (Revenue)				2023/10/17	2024/02/29	
Creditors Data (Expenditure)				2023/10/17	2024/02/29	
Cashbook Data				2023/10/17	2024/02/29	
Supply Chain Data				2023/10/17	2024/02/29	
Inventory & Stores Data				2023/10/17	2024/02/29	
HR/Payroll Data				2023/10/17	2024/02/29	



Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Performance Management Data				2023/10/17	2024/02/29	
Complete user & menu listing				2023/10/17	2024/02/29	
Collect client existing user setup policy & share with team				2023/10/17	2024/02/29	
Create Munsoft Data Migration Plan				2023/10/17	2024/02/29	
Confirm all third-party integrations as per standard Munsoft integration list				2023/10/17	2024/02/29	
Classroom Training Preparation			65 Days	2024/01/15	2024/03/15	
Confirm Training Schedule	Training Manager			2024/01/15	2024/03/15	
Confirm Training Venue	Training Manager			2024/01/15	2024/03/15	
	Manager/Project Manager					
	Manager					
Confirm Training Server Setup	Training Manager			2024/01/15	2024/03/15	
Confirm Training Data Readiness	Training Manager			2024/01/15	2024/03/15	
Send through training schedule to municipality team	Project Manager			2024/01/15	2024/03/15	
Classroom Training	Training Manager			2024/01/22	2024/04/19	
General Ledger	Munsoft Trainer			2024/01/22	2024/04/19	
Cashbook	Munsoft Trainer			2024/01/22	2024/04/19	
Supply Chain Management	Munsoft Trainer			2024/01/22	2024/04/19	
Procurement	Munsoft Trainer			2024/01/22	2024/04/19	
Sundry Debtors	Munsoft Trainer			2024/01/22	2024/04/19	
Sundry Registers	Munsoft Trainer			2024/01/22	2024/04/19	
Registers	Munsoft Trainer			2024/01/22	2024/04/19	
Creditors	Munsoft Trainer			2024/01/22	2024/04/19	
Fixed Assets	Munsoft Trainer			2024/01/22	2024/04/19	
Supervisor and System Administration	Munsoft Trainer			2024/01/22	2024/04/19	
Spatial (Remote Training)	Munsoft Trainer			2024/01/22	2024/04/19	
eServices	Munsoft Trainer			2024/01/22	2024/04/19	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Munsoft Academy	Munsoft Trainer			2024/01/22	2024/04/19	
Milestone Closure				2024/01/22	2024/04/19	
Complete Milestone closure form and certificate				2024/01/22	2024/04/19	
MILESTONE 6 – MUNSOFT FMS DEPLOYMENT						
Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
User Setup Admin	Support ICT			2024/02/01	2024/02/29	
Purchase the required number of PROIV licenses	Support ICT			2024/02/01	2024/02/29	
Install ProIV client on all user workstations	Support ICT			2024/02/01	2024/02/29	
Install Updated Bitmap file on user workstation	Support ICT			2024/02/01	2024/02/29	
Refine user computer settings to align with Munsoft installation	Support ICT			2024/02/01	2024/02/29	
Install User Logon and Passwords	Support ICT			2024/02/01	2024/02/29	
Test installation and print screen proof	Support ICT			2024/02/01	2024/02/29	
System Setup	Implementation Team			2024/02/01	2024/02/29	
Interface Setup	Implementation Team			2024/02/01	2024/02/29	
Parameter Setup	Implementation Team			2024/02/01	2024/02/29	
Data Conversion	Implementation Team			2024/02/01	2024/02/29	
Cashier	Implementation Team			2024/02/01	2024/02/29	
General Ledger	Implementation Team			2024/02/01	2024/02/29	
Cashbook	Implementation Team			2024/02/01	2024/02/29	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Bank Reconciliation	Implementation Team			2024/02/01	2024/02/29	
Supply Chain	Implementation Team			2024/02/01	2024/02/29	
Tender	Implementation Team			2024/02/01	2024/02/29	
Consumer Debtor	Implementation Team			2024/02/01	2024/02/29	
Procurement	Implementation Team			2024/02/01	2024/02/29	
Sundry Debtors	Implementation Team			2024/02/01	2024/02/29	
Sundry Register	Implementation Team			2024/02/01	2024/02/29	
Stores	Implementation Team			2024/02/01	2024/02/29	
Costing	Implementation Team			2024/02/01	2024/02/29	
Registers	Implementation Team			2024/02/01	2024/02/29	
Creditors	Implementation Team			2024/02/01	2024/02/29	
Fixed Assets	Implementation Team			2024/02/01	2024/02/29	
Data Conversion Sign-Off	Implementation Team			2024/02/01	2024/02/29	
Converted Data Sign-Offs for each module	Implementation Team			2024/02/01	2024/02/29	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
User Acceptance Testing	Implementation Team			2024/02/01	2024/02/29	
Test all modules with module administrators	Implementation Manager			2024/02/01	2024/02/29	
Cashier	Implementation Team			2024/02/01	2024/02/29	
General Ledger	Implementation Team			2024/02/01	2024/02/29	
Cashbook	Implementation Team			2024/02/01	2024/02/29	
Bank Reconciliation	Implementation Team			2024/02/01	2024/02/29	
Supply Chain	Implementation Team			2024/02/01	2024/02/29	
Tender	Implementation Team			2024/02/01	2024/02/29	
Consumer Debtor	Implementation Team			2024/02/01	2024/02/29	
Procurement	Implementation Team			2024/02/01	2024/02/29	
Sundry Debtors	Implementation Team			2024/02/01	2024/02/29	
Sundry Register	Implementation Team			2024/02/01	2024/02/29	
Stores	Implementation Team			2024/02/01	2024/02/29	
Costing	Implementation Team			2024/02/01	2024/02/29	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Registers	Implementation Team			2024/02/01	2024/02/29	
Creditors	Implementation Team			2024/02/01	2024/02/29	
Fixed Assets	Implementation Team			2024/02/01	2024/02/29	
Sign-off testing sheets	Implementation Manager			2024/02/01	2024/02/29	
Milestone Closure	Christa de Beer			2024/02/01	2024/02/29	
Sign Milestone Closure Document	Christa de Beer			2024/02/01	2024/02/29	

MILESTONE 7 – MUNSOFT FMS GO-LIVE

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
System Go-Live	Implementation Manager		30 Days	2024/03/04	2024/03/30	
Cashier	Implementation Team			2024/03/04	2024/03/30	
General Ledger	Implementation Team			2024/03/04	2024/03/30	
Cashbook	Implementation Team			2024/03/04	2024/03/30	
Bank Reconciliation	Implementation Team			2024/03/04	2024/03/30	
Supply Chain	Implementation Team		1 Day	2024/03/04	2024/03/30	



Tender	Implementation Team	2024/03/04	2024/03/30
Consumer Debtor	Implementation Team	2024/03/04	2024/03/30
Procurement	Implementation Team	2024/03/04	2024/03/30
Sundry Debtors	Implementation Team	2024/03/04	2024/03/30
Sundry Register	Implementation Team	2024/03/04	2024/03/30
Stores	Implementation Team	2024/03/04	2024/03/30
Costing	Implementation Team	2024/03/04	2024/03/30
Registers	Implementation Team	2024/03/04	2024/03/30
Creditors	Implementation Team	2024/03/04	2024/03/30
Fixed Assets	Implementation Team	2024/03/04	2024/03/30
Third Party Integration Setup as per agreed upon list	Implementation Team	2024/03/04	2024/03/30
Skills Mentoring	Implementation Team	2024/03/04	2024/04/30
Cashier	Implementation Team	2024/03/04	2024/04/30
General Ledger	Implementation Team	2024/03/04	2024/04/30

Cashbook	Implementation Team	2024/03/04	2024/04/30
Bank Reconciliation	Implementation Team	2024/03/04	2024/04/30
Supply Chain	Implementation Team	2024/03/04	2024/04/30
Tender	Implementation Team	2024/03/04	2024/04/30
Consumer Debtor	Implementation Team	2024/03/04	2024/04/30
Procurement	Implementation Team	2024/03/04	2024/04/30
Sundry Debtors	Implementation Team	2024/03/04	2024/04/30
Sundry Register	Implementation Team	2024/03/04	2024/04/30
Stores	Implementation Team	2024/03/04	2024/04/30
Costing	Implementation Team	2024/03/04	2024/04/30
Registers	Implementation Team	2024/03/04	2024/04/30
Creditors	Implementation Team	2024/03/04	2024/04/30
Fixed Assets	Implementation Team	2024/03/04	2024/04/30
Project Handover to Support	Implementation Team	2024/03/04	2024/04/30
Milestone Closure	Project Manager	2024/03/04	2024/04/30
Create & Sign-Off Milestone closure document	Project Manager	2024/03/04	2024/04/30

MILESTONE 8 – MUNSOFT ESERVICES

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Planning				2024/03/01	2024/03/30	
Review and confirm project scope				2024/03/01	2024/03/30	
Send client eservices documentation to complete				2024/03/01	2024/03/30	
Receive completed eservices documentation				2024/03/01	2024/03/30	
eServices Setup				2024/03/01	2024/03/30	
Send completed documents to Munsoft engineer				2024/03/01	2024/03/30	
Setup eServices Portal				2024/03/01	2024/03/30	
Send eServices Portal link to Project Manager				2024/03/01	2024/03/30	
Project Manager to send eServices How to Documents to client				2024/03/01	2024/03/30	
Closure				2024/03/01	2024/03/30	
Sign Milestone Closure Document				2024/03/01	2024/03/30	

MILESTONE 9 – MUNSOFT REPORTING DEPLOYMENT

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Planning	Munsoft Resource		2 Days	2024/03/01	2024/03/30	
Confirm on which user machine Munsoft Reporting needs to be installed on				2024/03/01	2024/03/30	
Installation	ICT Support		2 Days	2024/03/01	2024/03/30	
Install Munsoft Reporting software on all machines	ICT Support			2024/03/01	2024/03/30	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Confirm that Munsoft Reporting is now linked to Munsoft	ICT Support			2024/03/01	2024/03/30	
Day 1						
Troubleshoot regarding any installation issues	ICT Support		1 Day	2024/03/01	2024/03/30	
Munsoft Reporting training for 1 day	Munsoft Reporting Specialist		1 Day	2024/03/01	2024/03/30	
Setup client file during training to work on live data	Munsoft Reporting Specialist		1 Day	2024/03/01	2024/03/30	
Milestone Closure						
Complete Milestone closure form and certificate	Christa de Beer		1 Day	2024/03/01	2024/03/30	
Send completion confirmation E-mail to client	Christa de Beer		1 Day	2024/03/01	2024/03/30	
Receive signed milestone closure form and certificate	Christa de Beer		1 Day	2024/03/01	2024/03/30	

MILESTONE 10 – HR/PAYROLL DEPLOYMENT

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Information Gathering				2024/02/01	2024/04/30	
Compile RFI and send to client			19 Days	2024/02/01	2024/04/30	
Receive requested reports				2024/02/01	2024/04/30	
Technical installation						
Deploy HR/Payroll, ESS and AcuCobol & My SQL – for production and test environment			1 Day	2024/02/01	2024/04/30	
User Connectivity				2024/02/01	2024/04/30	
Connecting of peripherals				2024/02/01	2024/04/30	



Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Installation of all program files				2024/02/01	2024/04/30	
Installation of Payroll Module programs (all programs)			1 Day	2024/02/01	2024/04/30	
Payroll						
3rd Party Payment Module				2024/02/01	2024/04/30	
General ledger module				2024/02/01	2024/04/30	
mSCOA Budget Module				2024/02/01	2024/04/30	
Installation of HR Module (all programs)			1 Day	2024/02/01	2024/04/30	
Leave module				2024/02/01	2024/04/30	
HR module				2024/02/01	2024/04/30	
Post module				2024/02/01	2024/04/30	
Skills module				2024/02/01	2024/04/30	
WSP reporting module				2024/02/01	2024/04/30	
Equity module				2024/02/01	2024/04/30	
Parameter Gathering and Setup of Payroll Modules			3 Days	2024/02/01	2024/04/30	
Earnings				2024/02/01	2024/04/30	
Deductions				2024/02/01	2024/04/30	
Company contributions				2024/02/01	2024/04/30	
Formulas				2024/02/01	2024/04/30	
Descriptions				2024/02/01	2024/04/30	
Reporting needed			2 Days	2024/02/01	2024/04/30	
Client specific payslip request				2024/02/01	2024/04/30	
Any other reporting requested				2024/02/01	2024/04/30	
Client to verify data				2024/02/01	2024/04/30	
Parameter Gathering and Setup of HR Modules			2 Days	2024/02/01	2024/04/30	
Leave module (week 1)				2024/02/01	2024/04/30	
HR module				2024/02/01	2024/04/30	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Post module				2024/02/01	2024/04/30	
Skills module				2024/02/01	2024/04/30	
WSP reporting tool				2024/02/01	2024/04/30	
Equity module				2024/02/01	2024/04/30	
Employee Self Service module				2024/02/01	2024/04/30	
Parameter Gathering Third party payment module			2 Days	2024/02/01	2024/04/30	
Gathering of banking codes relative to 3 rd Party				2024/02/01	2024/04/30	
Client to verify data				2024/02/01	2024/04/30	
General Ledger (mSCOA)			1 Days	2024/02/01	2024/04/30	
Gathering of all GL codes relative to expenditure				2024/02/01	2024/04/30	
Client to verify data				2024/02/01	2024/04/30	
Data Gathering and Imports for Payroll YTD			5 Days	2024/02/01	2024/04/30	
Client to provide data from legacy system				2024/02/01	2024/04/30	
Client to populate file - if needed				2024/02/01	2024/04/30	
Discussion and explanation of information import				2024/02/01	2024/04/30	
Import of relative data				2024/02/01	2024/04/30	
Client to verify and sign off of relative data				2024/02/01	2024/04/30	
Any adjustments according to client to be performed				2024/02/01	2024/04/30	
Any data that cannot be supplied in an electronic format to be captured by client				2024/02/01	2024/04/30	
Data Gathering and Imports for HR			3 Days	2024/02/01	2024/04/30	
Leave Module				2024/02/01	2024/04/30	
HR Module				2024/02/01	2024/04/30	
Post Module				2024/02/01	2024/04/30	
Skills/Equity screen				2024/02/01	2024/04/30	
WSP Module reporting tool				2024/02/01	2024/04/30	
Training			18 Days	2024/02/01	2024/04/30	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Formal training for Payroll				2024/02/01	2024/04/30	
Formal training for Human Resources				2024/02/01	2024/04/30	
Formal training Leave				2024/02/01	2024/04/30	
Formal training Employee Self Service				2024/02/01	2024/04/30	
Formal training System Administrators						
Format training Equity						
Formal training Skills & WSP reporting tool						
Formal training Post Module						
Formal training HR Report writer						
Formal training Payroll report writer						
Formal training mSCOA on the system						
Formal training mSCOA budget						
mSCOA Evaluation			9 Days	2024/02/01	2024/04/30	
Client to provide budget/segment file from FMS				2024/02/01	2024/04/30	
Discuss content alignment				2024/02/01	2024/04/30	
Creation of mSCOA post screen				2024/02/01	2024/04/30	
Export employee file to complete mSCOA codes				2024/02/01	2024/04/30	
Client to complete short codes on employee file				2024/02/01	2024/04/30	
Set up of GL mSCOA earning and deduction segments				2024/02/01	2024/04/30	
Import of employee related segment fields				2024/02/01	2024/04/30	
Set up mSCOA overrides for senior management				2024/02/01	2024/04/30	
Test integration files				2024/02/01	2024/04/30	
Leave module installation			5 Days	2024/02/01	2024/04/30	
Client to extract balances and transactions from current system				2024/02/01	2024/04/30	
Discussion and explanation of information import				2024/02/01	2024/04/30	
Set up of leave parameters				2024/02/01	2024/04/30	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Import of data				2024/02/01	2024/04/30	
Client to verify and sign off of relative data				2024/02/01	2024/04/30	
Any adjustments to be done				2024/02/01	2024/04/30	
Any data that cannot be supplied in an electronic format to be captured by client				2024/02/01	2024/04/30	
HR Equity and Skills installation			5 Days	2024/02/01	2024/04/30	
Discussion of information needed e.g. descriptions and reporting				2024/02/01	2024/04/30	
Import of equity/skills screen information				2024/02/01	2024/04/30	
Basic orientation to capture data not imported				2024/02/01	2024/04/30	
HR Post Module installation			5 Days	2024/02/01	2024/04/30	
Extract data from current system				2024/02/01	2024/04/30	
Or: Client to populate file				2024/02/01	2024/04/30	
Discussion or explanation of Post information				2024/02/01	2024/04/30	
Import of relative data				2024/02/01	2024/04/30	
Client to verify and sign off of relative data				2024/02/01	2024/04/30	
Any adjustments according to client to be performed				2024/02/01	2024/04/30	
Employee Self Service installation			8 Days	2024/02/01	2024/04/30	
Provide file to client to populate the reporting structure				2024/02/01	2024/04/30	
Client to populate file				2024/02/01	2024/04/30	
Discussion and explanation of information import				2024/02/01	2024/04/30	
Set up of parameters and reporting structure				2024/02/01	2024/04/30	
Implementation of reporting structure and basic orientation				2024/02/01	2024/04/30	
Payroll modules installation			10 Days	2024/02/01	2024/04/30	
Live Run for Payroll – ACB file to the bank for				2024/02/01	2024/04/30	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
testing						
Installation of time and attendance interface				2024/02/01	2024/04/30	
As per workflow on existing payroll				2024/02/01	2024/04/30	
Amendment to any employee Master information client				2024/02/01	2024/04/30	
Payroll input pertaining to any Earnings, Deductions or Company Contributions				2024/02/01	2024/04/30	
Verification of Totals balancing to original payroll				2024/02/01	2024/04/30	
Any adjustments to be performed by PayDay				2024/02/01	2024/04/30	
ACB file for nett salaries and bonds				2024/02/01	2024/04/30	
ACB file for third party payments				2024/02/01	2024/04/30	
Printing of payslips				2024/02/01	2024/04/30	
Creation of integration files				2024/02/01	2024/04/30	
Print other reports				2024/02/01	2024/04/30	
Handholding post installation – 1 st month			5 Days	2024/02/01	2024/04/30	
Month End Procedures			1 Day	2024/02/01	2024/04/30	
Copying away of company				2024/02/01	2024/04/30	
Backup				2024/02/01	2024/04/30	
Performing month end				2024/02/01	2024/04/30	
System Integration to Munsoft			9 Days	2024/02/01	2024/04/30	
A File containing the budget for the applicable strings needs to be generated and presented to Payday.				2024/02/01	2024/04/30	
Conversion of history for 120 months concurrent project				2024/02/01	2024/04/30	

MILESTONE 11 – PERFORMANCE MANAGEMENT DEPLOYMENT

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Setup			2 Day	2024/06/21	2024/07/31	
Project Kick-Off Meeting			2 Days	2024/06/21	2024/07/31	
Develop Project Plan				2024/06/21	2024/07/31	
Desktop performance GAP Analysis				2024/06/21	2024/07/31	
First PSC Meeting				2024/06/21	2024/07/31	
Submit Setup Close-Out Report				2024/06/21	2024/07/31	
System Implementation			17.5 Days	2024/06/21	2024/07/31	
Activation and Setup of System			2 Days	2024/06/21	2024/07/31	
Setup of Munsoft Assist Modules			2 Days	2024/06/21	2024/07/31	
Integration to Financial Management System			1 Day	2024/06/21	2024/07/31	
Data Collection and Capturing			4 Days	2024/06/21	2024/07/31	
Administrator Training			1.5 Days	2024/06/21	2024/07/31	
End-User Training (Incl. Train the Trainer)			4 Days	2024/06/21	2024/07/31	
System Implementation Sign-Off			1 Day	2024/06/21	2024/07/31	
System Support				2024/06/21	2024/07/31	
Attend to on-going Heideisk Calls			3 Days	2024/06/21	2024/07/31	
Provide access to Online Manuals			1 Day	2024/06/21	2024/07/31	
Generate System Reports for Client			0.25 Days	2024/06/21	2024/07/31	
Generate System Annual Close-Out Report			0.25 Days	2024/06/21	2024/07/31	
Wrap-Up			2 Days	2024/06/21	2024/07/31	

MILESTONE 12 – VENDOR INTEGRATION

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Confirm List of Vendor Integrations				2024/02/01	2024/03/30	
10. TMT Systems (Traffic Management)				2024/02/01	2024/03/30	
11. ESRI (GIS)				2024/02/01	2024/03/30	



Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
12. RMA Meter Reading or Consolidated African Technologies				2024/02/01	2024/03/30	
13. Muncomp (document management)				2024/02/01	2024/03/30	
14. MBL (Account payments, they are replacing EasyPay)				2024/02/01	2024/03/30	
15. IMQS (Fixed Assets)				2024/02/01	2024/03/30	
16. Org Plus (Organisational structure tool, HR uses it and payday needs to integrate here)				2024/02/01	2024/03/30	
17. eNatis				2024/02/01	2024/03/30	
18. PowerCom metering Africa				2024/02/01	2024/03/30	
Integration Execution						
Integration Requirements Workshop						
Finalisation of Integration Specification						
Integration development						
Integration Testing and Sign-off						
Infrastructure change control						
Deployment to production						
Project Closure						
Complete and Sign Off Milestone Closure Document						
MILESTONE 13 – PROJECT PRIORITISATION AND MANAGEMENT (PROJECT ACCOUNTING)						
Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Contact Session: Inception and Process Kick-off			1 Day	2023/11/23	2023/11/23	100%
Contact Session: Inception and Process Kick-off				2023/11/23	2023/11/23	100%

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Configured Munsoft Planning System (including base data migration)			15 Days	2023/12/01	2023/12/15	
Munsoft Planning System portal and database activation			2 Days	2023/12/04	2023/12/05	
Data Collection: Sourcing of System Data Requirements			2 Days	2023/12/06	2023/12/07	
Configuration: System Branding			1 Days	2023/12/08	2023/12/08	
Configuration: User Roles			1 Days	2023/12/08	2023/12/08	
Configuration: Organisational Structure (mSCOA Function Segment)			1 Days	2023/12/08	2023/12/08	
Configuration: Strategic Outcomes IDP Parameters (FMS)			1 Days	2023/12/08	2023/12/08	
Configuration: Spatial Reporting Layers			1 Days	2023/12/08	2023/12/08	
Integration: Latest Council Approved Capital MTREF Budget (FMS)			1 Days	2023/12/11	2023/12/11	
Integration: Project Data Validation and Scrubbing Initial System Baseline Activation			1 Days	2023/12/11	2023/12/11	
Deliverable: Site certificate including data migration and configuration detail (System License activation)			1 Days	2023/12/11	2023/12/21	
Integration: Latest Council Approved Capital MTREF Budget (FMS)			2 Days	2023/12/11	2023/12/21	
Integration: Project Data Validation and Scrubbing			2 Days	2023/12/11	2023/12/21	
Terms of Reference for the Implementation of Munsoft Planning			7 Days	2023/11/27	2024/01/22	
Identify Key Stakeholders, Communication Structure & Roles and Responsibilities			3 Days	2023/11/27	2023/12/02	
Comment/Review period: Proposed Terms of Reference for the Implementation of Munsoft Planning			2 Days	2023/12/04	2023/12/14	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Deliverable: Terms of Reference for the Implementation of Munsoft Planning (mandate, team members, responsibility, and high-level procedures)			1 Days	2023/12/11	2023/12/16	
Contact Session: Terms of Reference for the Implementation of Munsoft Planning			1 Days	2024/01/22	2024/01/22	
Detailed Implementation Plan in accordance with Municipal IDP Plan			7 Days	2023/11/27	2023/12/07	
Data Sourcing: Source Municipal Schedule of Key Deadlines / IDP Process Plan			3 Days	2023/11/27	2023/12/07	
Deliverable: GANTT chart / Munsoft Planning Detailed Implementation Plan			3 Days	2023/12/04	2023/12/09	
Contact Session: Presentation of Munsoft Planning Detailed Implementation Process Plan			1 Days	2024/01/22	2024/01/22	
Capital Infrastructure Demand			3 Days	2024/01/15	2024/01/25	
Training: Data Collection: Sourcing of 10 Year Capital Investment Demand Data Requirements			1 Days	2024/01/15	2024/01/25	
Training: Reporting - Project data completeness report, Demand List			1 Days	2024/01/15	2024/01/25	
Contact Session: Presentation of 10-Year Capital Budget Information			1 Days	2024/01/22	2024/01/22	
Prioritisation Model and Prioritised Capital Investment Demand			12 Days	2024/01/29	2024/03/04	
Data Collection: Sourcing of Strategic Documentation and SDF			6 Days	2024/01/29	2024/02/08	
Configuration: Standard Prioritisation Scorecard and Criteria			4 Days	2024/02/05	2024/02/20	
Training: Capital Budget Prioritisation Model			1 Days	2024/02/19	2024/02/29	
Contact Session: Presentation on Prioritisation Results (Rational, Scorecard and Results)			1 Days	2024/03/04	2024/03/04	
Draft (TABB) Annual Capital Budget			11 Days	2024/01/29	2024/04/04	

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Data Collection: Sourcing of Municipal Long Term Financial Strategy and Affordability Envelopes			4 Days	2024/01/29	2024/02/08	
Training: Determine Budget Scenario Parameters and Rule Set			2 Days	2024/02/05	2024/02/20	
Contact Session: 1st Internal 10-Year Draft Capital Budget			1 Days	2024/03/04	2024/03/04	
Integration: Approved Adjustments Budget (FMS)			2 Days	2024/02/26	2024/03/07	
Integration: TABB Capital Budget to FMS Forecast Environment			2 Days	2024/03/25	2024/04/04	
ORGB Annual Capital Budget			4 Days	2024/05/27	2024/06/10	
Integration: ORGB Capital Budget to FMS Forecast Environment			3 Days	2024/05/27	2024/06/06	
Contact Session: Integration Verification of 10-Year Draft Capital Budget (ORGB)			1 Days	2024/06/10	2024/06/10	
Capital Works Plan / Demand Management Plan / Procurement Plan			4 Days	2024/01/29	2024/04/08	
Integration: Planned Cashflow (ORGB) from FMS *Year 1			1 Days	2024/01/29	2024/02/08	
Configuration: SDBIP Component 5 Scheduler Baseline Activation (ORGB) *Year 1			1 Days	2024/01/29	2024/02/08	
Training: Project Scheduling and cashflow planning (TABB Budget) *Preparation Year 2			1 Days	2024/03/25	2024/04/04	
Contact Session: Project Scheduling and In-year Reporting			1 Days	2024/04/08	2024/04/08	
In-Year Reporting and Monitoring			21 Days	2024/02/05	2024/03/08	
Integration: Project Data Validation and Scrubbing Deliverable: Summary Planning and Progress Dashboard/Report with Financial Monitoring			14 Days	2024/02/05	2024/03/01	
			7 Days	2024/02/12	2024/03/08	

MILESTONE 14 – PROJECT CLOSURE

Task Name	Munsoft Resource	Client Resource	Duration	Start	Finish	Status
Planning			1 Day	2024/04/01	2024/04/31	
Compile all Relevant Project Closure Documents			1 Day	2024/04/01	2024/04/31	
Confirm Project Closure Meeting Date and Time			1 Day	2024/04/01	2024/04/31	
Project Closure Meeting			1 Day	2024/04/01	2024/04/31	
Confirm Closure of all Milestones			1 Day	2024/04/01	2024/04/31	
Sign Final Project Closure Document			1 Day	2024/04/01	2024/04/31	

1. ACCEPTANCE

Signature on behalf of Client duly authorised thereto:			
Signed at:	Date:	Name:	Capacity:
Signature:			

Signature on behalf of Munsoft (Pty) Ltd duly authorised thereto:			
Signed at:	Date:	Name:	Capacity:
Signature:			

MUNSOFT

municipal financial software

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Description	Start Date	End Date
Preparation of Expenditure Adjustments	18-03-2024	20-03-2024
Preparation of Revenue Adjustments	20-03-2024	25-03-2028
Preparation of Capital Adjustment	26-03-2024	28-03-2024
Capture Actuals Adjustment	02-04-2024	03-04-2024
Verification of Cashbook Actuals	05-04-2024	09-04-2024
Verification of Debtors Actuals	10-04-2024	12-04-2024
Verification of Creditors Actuals	15-04-2024	17-04-2024
Verification of Inventory Actuals	18-04-2024	18-04-2024
Verification of VAT actuals	22-04-2024	23-04-2024
Capture Actuals Adjustment	24-04-2024	30-04-2024