

ASSIGNMENT

PROCESS PLAN

- A. 1.1 Draft a process plan, highlighting the key deliverables and the relevant legislation for the planning, implementation, monitoring, reporting and evaluation of the performance of a municipality. (20)

DRAFTING A KPI

- B. 3.2 (a) Identify a Key Performance Area (focussed on service delivery). Select the KPA from the 5 KPA's identified by National Government.

(b) Draft a SMART objective for the achievement of a strategic outcome for this Key Performance Area

(c) Draft a KPI to measure this objective in order to demonstrate what how the achievement of the objective will be measured.

(d) Identify the baseline, the 5 yearly targets as well as the 4 quarterly targets for year 1. You can use your own template or can use the template used in the class. (15)

STANDARD OPERATING PROCEDURES (sop)

- C. 4.10 Identify and explain the 5 steps for the development of standard operating procedures (10)

INDICATOR SYSTEMS DESCRIPTION (PIMS)

- D. 4.11 Identify a performance indicator and develop a systems description for the indicator. Use the system description to draft Performance Information Management Sheet (PIMS) for the indicator. (30)

PERFORMANCE REPORTING

- E. 5.2 Prepare an example (in table format) of a quarterly/midyear performance report that must be prepared for submission to the Executive Mayor and to Provincial Treasury. It should contain the KPA, objective, KPI, Measure, Baseline, target, actual for the period, reason for variance and remedial action for at least one KPI for each objective. (25)

(The accounting officer of a municipality must in terms of s72 of the MFMA assess the performance of the municipality for the 1st six months of the financial year and submit a report to the Mayor by 25 January.)

TOTAL - 75