























# COMMUNICATION RESPONSIBILITY MATRIX

HORIZONTAL / ACROSS FUNCTIONS / DEPARTMENTAL	PRASA CRES							METROTRAIL - CLIENT / END USER		PRASA SUPPORT DEPARTMENTS					EXTERNAL STAKEHOLDERS		OBJECTIVE OF COMMUNICATION STRUCTURE	RESPONSIBILITY / CHAIRMANSHIP / MINUTES
	PROJECT SPONSORS: Executive Manager - T. Makudana Regional Manager - L. Matya	PSO: Jackie Williams	SPPM: Mosele Ntsiki Pierre Cronje Maritze Whitehead	REAM: Henry Masimla Neil Engelbrecht	FACILITIES: Nomasa Khweswa Branken can Collier Clive Hey	RISK: Elizabeth Letsolo	SCM: Busiwe Sehofo Q. Kona	PROFESSIONAL TEAM / CONTRACTOR: ARM Architects Manzi OS	PROJECT SPONSORS: Regional Manager - R. Walker	METROTRAIL: Customer Services: Protection Services: Joshua Limakwe Quinton Fourie	EPMO: Louie Boukes	PROJECT OFFICE: Piet Celliers	ICT: Lawrence Weideman Vuyo Nonkanyana	CCTV & ACCESS CONTROL: Bashier Rawoot Nico W'orwaard	MARKETING & COMMUNICATION: Riana Scott Daphne Kayster	SAHRA R. Isaacs		
1. INTER PRASA	②		②	②	②	②		②	②	②				②			# Strategic project progress reporting and coordination with PRASA business and operations	PRASA CRES
2. REGIONAL MANAGEMENT STRUCTURES	▣		▣					▣	▣	▣				▣			# Management of Department	RELEVANT REGIONAL MANAGEMENT BODY
2. PROJECT MANAGEMENT MEETINGS			①				①										# Professional Team report project progress in terms of time cost and quality #Manage contracts # Manage project risks and issues	SPPM
3. TECHNICAL COORDINATION / SITE MEETINGS			①				①										# Contractor report on construction progress # Manage construction contract # Manage time, cost and quality # Manage construction risks and issues	PROFESSIONAL TEAM PRINCIPAL AGENT
4. CLIENT INTERFACE MEETING			②	⊙	⊙	⊙	②		②	⊙		⊙	⊙		②	②	# Scope Formulation and Detail Design Agreement # Informs on project & construction progress # Manage impact of construction on day to day operations # Facilitate handover to Facilities and end users	SPPM
5. PROGRESS REPORTS	①	①	①				①	⊙	①	⊙							# Report project progress in terms of time, cost, quality, risks, issues, labour used, etc.	PROFESSIONAL TEAM PRINCIPAL AGENT
7. MEDIA - MY LINE, INTRANET ETC.	⊙		⊙					⊙									# Distributing information to public and other external stakeholders as and when necessary	METROTRAIL COMMUNICATION DEPARTMENT
8. TECHNICAL INFORMATION / PROJECT PROCESSES		⊙	⊙		⊙	⊙	⊙				⊙	⊙	⊙				# As- built drawings #Gaurentees & Warranties #Completion Certificates # Final Accounts # Capitalisation forms and information	SPPM

LEGEND	
ONCE A MONTH	①
EVERY SECOND MONTH	②
ONCE A WEEK	①
EVERY SECOND WEEK	②
AS NEEDED	⊙
AS PER OWNER / CHAIRMAN SCHEDULE	▣

# LINEAR RESPONSIBILITY CHART

	PRASA CRES							METRORAIL - CLIENT / END USER		PRASA SUPPORT DEPARTMENTS					EXTERNAL STAKEHOLDERS		OTHER STAKEHOLDERS	
HORIZONTAL / ACROSS FUNCTIONS / DEPARTMENTAL	PROJECT SPONSORS: Executive Manager - T. Makofane Regional Manager - L. Matya	PSO: Jackie Williams	SPPM: Mossli Ntsiki Pierre Cronje Maritze Whitehead	REAM: Henry Masintu Neil Engelbrecht	FACILITIES: Nomsele Khaswila Brankevan Collier Clive Hey	RISK: Elizabeth Letsoalo	SCM: Buiswee Sehloho Q. Kona	PROFESSIONAL TEAM / CONTRACTOR: ARM Architects Manzi OS	PROJECT SPONSORS: Regional Manager - R. Walker	METRORAIL: Customer Services: B. Mareevana Protection Services: Joshua Limakwe Quinton Fourie	EPMO: Louie Beukes	PROJECT OFFICE: Piet Celliers	ICT: Lawrence Wedeman Vuyo Nonkanyana	CCTV & ACCESS CONTROL: Bashir Rawood Nico Wolvaardt	MARKETING & COMMUNICATION: Riana Scott Daphne Kayster	SAHRA R. Isaacs	CITY OF CAPETOWN P. Van der Spuy	OTHER STAKEHOLDERS
COMMUNICATION NEED																		
1. DASH BOARD (HIGH LEVEL) REPORTS	X								X									
2. MONTHLY PROGRESS REPORTS		X								X	X							
3. PROJECT REPORTS: -COST, TIME & QUALITY -CONTRACT -RISKS & ISSUES			X 					X 										
4. PUBLIC / MEDIA INFORMATION																	X	
5. CONSTRUCTION IMPACT ON STAKEHOLDERS				X	X	X												
6. USER REQUIREMENTS			X					X										
7. TECHNICAL SPECIFICATIONS & PROCEDURES			X					X										
8. CAPEX & OTHER PROJECT PROTOCOLS			X					X										
9. TECHNICAL INFORMATION AS-BUILTS ETC.		X			X													

LEGEND	
GENERATOR OF INFORMATION	
GENERATOR OF POLICY / PROCEDURE / STRATEGY	
RECEIVER OF INFORMATION	X

## RESPONSIBILITY ASSIGNMENT MATRIX

	PRASA CRES							METRORAIL - CLIENT / END USER		PRASA SUPPORT DEPARTMENTS					EXTERNAL STAKEHOLDERS		OTHER STAKEHOLDERS	
	PROJECT SPONSORS: Executive Manager - T. Makwana Regional Manager - L. Matya	PSO: Jackie Williams	SPPM: Moseli Ntsiki Pierre Cronje Marize Whitehead	REAM: Henry Masimla Neil Engelbrecht	FACILITIES: Nomasa Kheswa Brankon can Colter Clive Hey	RISK: Elizabeth Letsoalo	SCM: Busiswe Sehofo Q. Kona	PROFESSIONAL TEAM / CONTRACTOR: ARM Architects Menzi OS	PROJECT SPONSORS: Regional Manager - R. Walker	METRORAIL: Customer Services: B. Manowang Protection Services: Joshua Limakwe Quinton Fourie	EPMD: Louie Beukes	PROJECT OFFICE: Piet Celliers	ICT: Lawrence Weideman Vuyo Nankanyana	OCTV & ACCESS CONTROL: Bashier Rawood Nico Wolvaardt	MARKETING & COMMUNICATION: Riana Scott Daphne Kayster	SAHRA R. Isaacs	CITY OF CAPETOWN P. Van der Spuy	
PROJECT PROCESS																		
1. ALLOCATE CAPITAL BUDGET	○	✓	x		+		+	+	○	+			+	+	+			
2. DOING PROCUREMENT OF SERVICES & CONTRACT CHANGES	○		x					+	○									
3. AUTHORIZE USER REQUIREMENTS	○		x	□	■			+	○	✓			■	■		■	■	+
4. AUTHORISE TECHNICAL SPECIFICATIONS & FINISHES	○		x	□	✓			+	○	■		✓	✓					
5. AUTHORISE SITE ACCESS	○		x	□		✓		+	○	□		✓						
6. AUTHORISE CHANGES TO SCOPE / EXTERNAL IMPACT / ISSUE ON PROJECT	✓		x	□	□			+	✓	□			□	□				

LEGEND	
GENERAL MANAGEMENT RESPONSIBILITY	○
MUST APPROVE	✓
MUST FACILITATE / MANAGE / COORDINATE	x
MUST BE CONSULTED	■
MAY BE CONSULTED	□
MUST BE NOTIFIED	+
MAY BE NOTIFIED	+