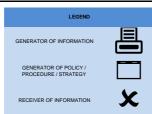
## **COMMUNICATION RESPONSIBILITY MATRIX**

HORIZONTAL / ACROSS FUNCTIONS / DEPARTMENTAL	PROJECT SPONSORS: Executive Manager - T. Makofane Regional Manager - L. Matya	PSO: Jackie Williams	SPPM: Moseli Ntsiki Pierre Cronje Marlize Whitehead	PRAS REAM: Henry Masimla Neil Engelbrecht	SA CRES FACILITIES: Nomsa Kheswa Branken can Coller Clive Hey	RISK: Elizabeth Letsoalo	SCM: Busiswe Sehloho Q. Kona	PROFESSIONAL TEAM/ CONTRACTOR: ARM Architects Manzi QS	PROJECT SPONSORS:	AIL - CLIENT / D USER  METRORAIL: Customer Services: - B. Manewane Protection Services: Joshua Limakwe Quinton Fourie	EPMO: Louie Beukes	PROJECT OFFICE: Piet Celliers		CCTV & ACCESS CONTROL: Bashier Rawoot	MARKETING & COMMUNICATION: Riana Scott Daphne Kayster		DERS	OBJECTIVE OF COMMUNICATION STRUCUTRE	RESPONSIBILITY / CHAIRMANSHIP / MINUTES
COMMUNICATION METHOD  1. INTER PRASA  REGIONAL 2. MANAGEMENT STRUCTURES	② •		2 0	2	2	2			2	② •	② •				② •			# Strategic project progress reporting and coordination with PRASA business and operations # Management of Department	PRASA CRES RELEVANT REGIONAL MANAGEMENT BODY
PROJECT 2. MANAGEMENT MEETINGS			1					1										# Professional Team report project progress in terms of time cost and quality #Manage contracts # Manage project risks and issues	SPPM
TECHNICAL 3. COORIDINATION / SITE MEETINGS			0					0										# Contractor report on construction progress # Manage construction contract # Manage time, cost and quality # Manage construction risks and issues	PROFESSIONAL TEAM / PRINCIPAL AGENT
CLIENT INTERFACE 4. 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	CDDM
5. PROGRESS REPORTS	①	1	1					1	<b>©</b>	1	•				<b>©</b>			and end users  # Report project progress in terms of time, cost, quality, risks, issues, labour used, etc.  # Distributing information to public	PROFESSIONAL TEAM  PRINCIPAL AGENT  METRORAIL
7. MEDIA - MY LINE, INTRANET ETC.  TECHNICAL INFORMATION / PROJECT PROCESSES	•	•	<ul><li>•</li><li>•</li></ul>		•	•	•	•	•			•	•	•	•			and other external stakeholders as and when necessary # As- built drawings #Courentees & Warrenties #Completion Certificates # Final Accounts # Capitalisation forms and information	COMMUNICATION DEPARTMENT SPPM



## **LINEAR RESPONSIBILITY CHART**

HORIZONTAL / ACROSS FUNCTIONS / DEPARTMENTAL	PROJECT SPONSORS: Executive Manager T. Makofane Regional Manager L. Matya		SPPM: Moseli Ntsiki Pierre Cronje Martize Whitehead	REAM: Henry Masimla Neil Engelbrecht	SA CRES FACILITIES: Nomsa Kheswa Branken can Coller Clive Hey	RISK: Elizabeth Letsoalo	SCM: Busiswe Sehloho Q. Kona	PROFESSIONAL TEAM / CONTRACTOR: ARM Architects Manzi QS	PROJECT SPONSORS:	AIL - CLIENT / D USER METRORAIL: Customer Services: - B. Manewane Protection Services: Joshua Limakwe Quinton Fourie	EPMO: Louie Beukes	PRASA SL PROJECT OFFICE: Piet Celliers	ICT: Lawrence Weideman	PARTMENTS CCTV & ACCESS CONTROL: Bashier Rawoot Nico Wolvaardt		TERNAL EHOLDERS CITY OF CAPETOWN P. Van der Spuy	OTHER STAKE- HOLDERTS
COMMUNICATION NEED  1. DASH BOARD (HIGH LEVEL) REPORTS  MONTHLY 2. PROGRESS REPORTS  PROJECT REPORTS:	×	×						_	×	×	×						
-COST, TIME &  -CONTRACT -RISKS & ISSUES  4. PUBLIC / MEDIA INFORMATION  CONSTRUCTION			ת	×	<b>6</b>	<b>6</b>	×			×							×
IMPACT ON STAKEHOLDERS      USER REQUIREMENTS      TECHNICAL     SPECIFICATIONS & PROCEDURES			×	*		<b>x</b>		×									
CAPEX & OTHER  8. PROJECT PROTOCOLS  TECHNICAL 9. INFORMATION AS-BUILTS ETC.		<b>₽</b>	×		×			×				×					



## **RESPONSIBILITY ASSIGNMENT MATRIX**

	PROJECT PSO: SPONSORS: Jackie Williams Executive Manager - T. Makofane Regional Manager - L. Marya	SPPM: REAM: Moseli Ntsiki Henry Masiml	CASA CRES RISK: Nomas Rheswa Elizabeth Let th Branken can Coller Clive Hey	SOM: PROFESSIONA Busiswe Seltiotho TEAM/ Q. Konsi CONTRACTOR ARM Acriticus Manol QS	SPONSORS: Customer Services:	PRASA SUPPORT DEPARTMENTS  EPMO: PROJECT OFFICE: ICT:: COTY & ACCESS Louie Brukes Pet Celliers Lawrence CONTROL: COMMLINI Weldeman Bathier Fawcott Riama Scot Vujo Norkanyana Nico Welwardt Daptine Ko	CATION: R. Isaacs CAPETOWN P. Van der Spuy	OTHER STAKE- HOLDERTS
PROJECT PROCESS			_					
ALLOCATE CAPITAL BUDGET	0 🗸	×	+	+ +		++-	_	
2 DOING PROCUREMENT OF SERVICES & CONTRACT CHANGES	0	×		✓ +	0			
AUTHORIZE USER REQUIREMENTS	0	x [		+	0 ✓			+
AUTHORISE TECHNICAL SPECIFICATIONS & FINISHES	0	x [	] 🗸	+		✓ ✓		
AUTHORISE SITE ACCESS	0	x [	] ✓	+		✓		
AUTHORISE CHANGES TO SCOPE / EXTERNAL IMPACT / ISSUE ON PROJECT	$\checkmark$	x [		+	✓ □			

LEGEND	
GENERAL MANAGEMENT RESPONSIBILITY	0
MUST APPROVE	$\checkmark$
MUST FACILITITATE / MANAGE / COORDINATE	X
MUST BE CONSULTED	
MAY BE CONSULTED	
MUST BE NOTIFIED	+
MAY BE NOTIFIED	+