



SOUTH AFRICAN HERITAGE RESOURCES AGENCY
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PROJECT EXECUTION PLAN

**GENADENDAL MISSION MUSEUM COLLECTIONS AUDIT-
INVENTORING AND DIGITIZATION**
GENADENDAL MISSION MUSEUM
CHURCH SQUARE (KERKPLEIN)
PO Box 137
GENADENDAL 7235
CONTACT PERSON: DR ISAAK H. T. BALIE

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INTRODUCTION

Genadendal Mission Museum forms part of the Genadendal complex which was established in 1738 by the Moravian Missionaries. This project seeks to audit, that is inventorying and digitising, the collections of the Genadendal Mission Museum (hereafter Museum). The Museum houses over 5000 objects in the collection, under curatorship of Dr Isaac Balie, who is also the director of the Museum. This collection was declared a National Cultural Treasure on March 8, 1991, making it a specifically declared heritage collection in terms of the National Heritage Resources Act, No. 25 of 1999. However, the only available documentation of these objects collection is hardcopy inventory list. A conservation management plan is a requirement to manage all specifically declared heritage objects/collections, however, this is absent in the case of Genadendal collections. To some extent this presents a risk of objects loss, and mismanagement in the long run. It was on this basis that these collections were selected for inclusion in the National Audit Project.

This document, hereafter referred to as the Project Plan, is put together to outline the objectives of this project and how the project will be managed in order to successfully achieve the objectives.

PROJECT OVERVIEW

The collection of the Genadendal Museum has not been digitised or inventorised in any thorough or systematic way. The collection is not being conserved due to financial constraints.

The condition of the collection and the intervention required to bring it up to standard, can serve as an opportunity to involve the community in preserving their heritage and giving them the opportunity to learn new skills. Through this project the heritage resources in Genadendal, its protection and development shall be used for the upliftment of the community and to bring education and revenue to the area.

As part of the National Audit Project the digitisation, inventorying and conservation of the collection of the Genadendal Museum, shall be used to train and empower members of the community in skills they can use long after the initial project has ended. An audit, or inventory of Heritage Resources, within South Africa, is important and crucial, as outlined in the National Heritage Resources Act No 25 of 1999. Therefore the final outcome of the project will be the inventorying and digitization of the Genadendal Museum Collection & Exhibitions.

The National Inventory Manager shall function as the Project Manager. The Project Manager has the overall authority and responsibility for managing and executing this project according to this Project Plan and its subsidiary plans. The Project Manager shall account to the Executive Officer: Corporate Affairs on the project progress status, cost and any changes that occur during the project life cycle. The Director of the Museum shall perform the role of a Site Manager, providing a directive to the team as per Site

Audit Plan, as well as to oversee all requirements of the project on-site and logistics in this regard.

The project team will consist of the staff of the National Inventory Unit from SAHRA and the Museum, as well as community members assigned by temporary employment contract to this project.

PROJECT OBJECTIVES

The primary objective of this project is to compile a digital inventory of the collections of the Genadendal Museum. This exercise shall entail the following:

- Listing and describing each item
- Bar-coding and labelling of the items
- Capturing the information of each item onto the SAHRA Collections Management System (SCMS)
- Photography of all items, and loading the images onto the SCMS
- Scanning of all historical documents
- Scanning or laminating of the exhibition information posters
- Identifying conservation needs of specific collections (this will lay the basis for a programme of conservation to be undertaken with conservation specialists as well as a long-term conservation management plan)

Another objective is to impart and expose heritage management skills to a few Genadendal community members who will be taking part in the project and to some degree create temporary employment opportunities for the duration of the project.

PROJECT SCOPE

This project is expected to commence in April 2011 with the signing of the Memorandum of Understanding between SAHRA and Genadendal Mission Museum, initial advertising of the 10 posts and sourcing of the trainers. The actual start of the inventorying in June 2011 will mark the 1st of the 12 months period, which is the set duration to complete the project.

General project support from SAHRA will continue for the duration of the project in line with the MOU between the two institutions. Support includes e-mail, telephonic and on-site support if required. After this period the Museum can purchase a support and maintenance contract from relevant service providers for continuing support. This is not compulsory as the Museum may have its own support team.

PROJECT COST PLAN

The Project Manager will be responsible for managing and reporting on the project's cost throughout the duration of the project. The Project Manager will present and review the project's cost to the Project Sponsor (Executive Officer: Corporate Affairs) on

a monthly basis through the project status reports and meetings. The Project Manager shall be responsible for accounting for all cost, as well as deviations (if incurred) and presenting the Project Sponsor with options for getting the project back on budget. The Project Sponsor has the authority to make changes to the project to bring it back within budget. All costs shall be covered from the National Audit budget, Account 63000-100-605. The tables below show the estimated cost of the project.

Training:

Training Field	No of Trainees (per year)	Days (7hours day)	Cost (per year)
Basic computer skills	10	1	R40 000.00
Photography	10	5	R32 000.00
Artefact Management	10	1	R24 000.00
Scanning	10	1	R24 000.00
Inventorying (National Inventory Manager)	10	1	R0.00
TOTAL			R120 000. 00

Equipment for Audit:

Equipment:	Quantity	Total Cost:
Desktop Computer (including Screen, DVD/CD Writer, 3D Image Card)	3	R30 000.00
Scanner	2	R30 000.00
Printer	1	R1 000.00
Camera	1	R5 000.00
Memory Stick	3	R500.00
External hard Drive (1TB)	1	R1 000.00
Copy Stand	1	R1 500.00
MS Office 2007 Small Business Edition	3	R3 000.00
TOTAL		R 72 000.00

Equipment:	Quantity	Total Cost:
Labelling and barcoding	1	R58 200.00
White overcoat & cotton glove; Stationery	13 individuals	R10 000.00
Photography equipment	1 of each of the required items	R20 000.00
TOTAL		R88 200.00

Transport to/from Genadendal & Accommodation:

Individuals:	Distance:	Cost:	Total:
Photographer	200 km's	R1, 00 per km (for trip to Genadendal and back to Cape Town)	R200.00
Artefact Manager	"	"	R200.00
Scanning Specialist	"	"	R200.00
Inventorisation Specialist	"	"	R200.00
		Sub-total	R800.00
Accommodation X4 and Catering		R500, 00 each for 5 nights	R10 000.00
TOTAL			R10 800.00

Actual Audit:

Time Frame per year:	Number of Workers per year:	Breakdown of work allocations and hours:	Total for 12 months:
218 days	10	10 employees per month @ R30, 00 per hour. Sum of R 2100, 00 per 7hour day.	R457 800.00
TOTAL		= R3815.00 (Per person per month)	R457 800.00

Total Cost of Project:

R120 000.00
R72 000.00
R88 200.00
R10 800.00
R457 800.00

R750 800.00

PROCUREMENT PLAN

All equipment and services required during the project shall be procured in accordance with SAHRA's Supply Chain Management Policy (SCMP). The procurement of items as listed below shall be submitted to the relevant Units within SAHRA such as the Finance and IT Units. The Supply Chain Officer of SAHRA will be responsible for the procurement of items, the vendor selection, and the contracting processes in this regard.

Items to be procured:

Equipment:	Amount:	Total Cost:
Desktop Computer (including Screen, DVD/CD Writer, 3D Image Card)	3	R30 000.00
Scanner	2	R30 000.00
Printer	1	R1 000.00
Camera	1	R5 000.00
Memory Stick	3	R500.00
External hard Drive (1TB)	1	R1 000.00
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TOTAL		R88 200.00

SCHEDULE PLAN

Item	Owner	Timeframes in 2011	Cost
Recruitment of the 10 posts	SAHRA	April	
Selection of the candidates	SAHRA	May	
Candidates appointment contracts	SAHRA	May	
Appointment of the Trainers	SAHRA	May	
Obtain the Collections Management System software from FSIU	SAHRA	May	SAHRIS
Procurement of the equipment and supplies	SAHRA- Supply Chain Officer	May	R160 200.00
Training of the candidates	SAHRA	June	R130 800.00
Start of the inventorying*	SAHRA & Museum	June 2011 to May 2012	R457 800.00 (salaries)
Reporting	Museum	Monthly from June 2011	
TOTAL			R750 800.00

RISK ASSESSMENT AND QUALITY ASSURANCE

It is essential that the Genadendal Museum Management provides adequate support, as well as direct involvement and ownership for the project, which if absent can result into project failure and mismanagement.

Employment of local community members with no background appreciation of the heritage resources can result in loss and/ or damage of some of the artefacts. The Museum Director's involvement and guidance, as well as the pre-audit training to be offered will surely minimise this risk.

The monthly reporting by the Museum Authority to SAHRA will ensure constant monitoring, minimize risks and ensure that the project is steered to successful completion. As the project matures it will raise awareness of the importance of heritage resources, and therefore adds value to the project.

SIGNATORIES

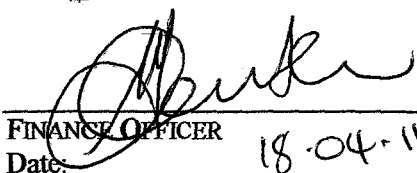
COMPILED BY:



NATIONAL INVENTORY MANAGER: MS. M.E. NKHOSI-LESANOANA

Date: 15/04/2011

FUNDS ARE AVAILABLE/NOT AVAILABLE



FINANCE OFFICER

Date:

18.04.11

IT COMPLIANCE/NON-COMPLIANCE WITH PROCEDURES



IT OFFICER: MS. N. CLOETE

Date: 11-05-2011

Received on 10/5/2011
Kemi said IT should
buy items, but she
will inform IT when.
The items will be
purchased from
National Credit budget.

This does not confirm compliance as this will be done during the procurement stage.

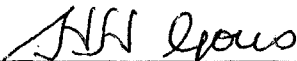
~~COMPLIANCE/NON-COMPLIANCE WITH PROCEDURES~~



CHIEF FINANCIAL OFFICER: MS. B. KHUMALO

Date: 11/05/2011

~~APPROVED WITH CONDITIONS OR WITHOUT/NOT APPROVED~~



Date: 20-05-2011

EXECUTIVE OFFICER: CORPORATE AFFAIRS
MS. H.H. GOUS

IN AGREEMENT

Date: _____

DIRECTOR GENADENDAL MISSION MUSEUM
DR. I. BALIE