

# Programme Dashboard

Generated Date: 2023-10-19



## Business & Market Growth Programme

### Programme Information

Name:	Business & Market Growth Programme
Description:	To develop a comprehensive penetration marketing strategy that would increase our footprint in all territories to an effective 50% up from the current 5%.
Programme Benefits:	<ul style="list-style-type: none"><li>Growth in our current market share for all territories by 70%</li><li>Direction for the relevant marketing team</li><li>Increased Turnover planned around R25 mil pa.</li></ul>
Required End Date:	2027-07-25
Active:	Yes
Status:	Active
Executive Sponsor:	 Steven Rouchester
Last Updated:	2023-10-17 12:56:29

### Programme Projects

Name	Project Manager	Status	Phase	Description
Business Architecture Blueprint	 Adrian de Villiers	Active	Initiating	Document the Business Architecture into a blueprint detailing all the processes, actions and responsibilities. Report on the Weaknesses to re-engineer.
Cashflow Boost Project	 Adrian de Villiers	Active	Executing	Actively drive debtors recovery and reduction of Inventory levels over a 3 month Blitz to improve the Cashflow of this growing region.
MIS Reporting	 Ravi Naidoo	Proposed	Planning	Develop the Management Reports required for effective management of the Product House profitability.
Northern Frontier Marketing	 Peter Fraklin	Active	Executing	Develop a comprehensive marketing strategy for the Northern sector and present to Exco for approval.
Procurement Module Development	 Mary Eksteen	Active	Executing	Develop the much needed Procurement Module of the Administration system to integrate with the Accounting system.

### Programme Health

Project	Project Health	Progress	Costs	Scope	Risks	Issues	Benefits
Business Architecture Blueprint	A	A	G	A	G	G	G
Cashflow Boost Project	R	R	A	G	G	G	G
MIS Reporting	G	G	G	G	G	G	G

Northern Frontier Marketing	R	R	A	G	G	G	G
Procurement Module Development	A	A	A	G	A	G	G

## Programme Comments

### General Comments & Issues

Comment No	Project	Comments
000041	Business Architecture Blueprint	This project is currently in initiation and the charter is almost complete. Some detailed planning sessions have begun and thus the scope and PMP is also work in progress. This project is currently within budget and 1% ahead of schedule and all stakeholders seem committed.
000031	Cashflow Boost Project	This project is falling behind due to the items discussed in the negative deviations paragraph. We're awaiting feedback from CFO and cannot do too much else at this stage.
000036	MIS Reporting	This project is on track and is currently in planning. The sponsor and owner are playing an active role in the planning sessions and the project team is aiming to finalise the project plans by the end of the month.
000021	Northern Frontier Marketing	This project is healthy but the exchange rate issue has caused some delays. It can still be completed with the next month and the cost overruns relate only to this issue. No massive risks and issues either.
000026	Procurement Module Development	This project is currently behind schedule slightly and has some major risks but is on the whole healthy and will deliver as scoped and planned.







### Milestones & Deliverables Achieved this Period

Comment No	Project	Comments
000042	Business Architecture Blueprint	Project initiation began and some workshops around planning and scope are underway.
000032	Cashflow Boost Project	Complete bad debt clean up and cash management plans.
000037	MIS Reporting	Project Charter was approved by the Sponsor and Owner and planning workshops and activities began.
000022	Northern Frontier Marketing	None .. work continued on marketing mix and consumer analysis.
000027	Procurement Module Development	No milestones but analysis work began on all sub-projects (user requirement, system requirements, design and development testing).

### Milestones & Deliverables Planned for this Period

Comment No	Project	Comments
000043	Business Architecture Blueprint	<ul style="list-style-type: none"> <li>Approval of the Project Charter</li> <li>Approval of the Project Management Plan (and planning)</li> <li>Move into Execution Phase</li> </ul>
000033	Cashflow Boost Project	Complete stock level management and debtors blitz.

000038	MIS Reporting	Planning to be completed by the end of the month.
000023	Northern Frontier Marketing	Complete consumer analysis.
000028	Procurement Module Development	Completion and approval of: <ul style="list-style-type: none"> <li>User Requirement Specification</li> <li>System Specification Requirements</li> </ul>









Programme Schedule							
Name	Responsibility	Planned Start Date	Actual Start Date	Planned End Date	Planned Progress %	Actual Progress %	Variance
<b>Business Architecture Blueprint</b>		<b>2023-09-29</b>	<b>2023-09-29</b>	<b>2024-01-04</b>	<b>10%</b>	<b>7%</b>	<b>(3)%</b>
<i>Project Management Plan: Complete</i>	 <i>Mary Eksteen</i>	<i>2023-10-08</i>		<i>2023-10-08</i>	<i>100%</i>	<i>0%</i>	<i>(100)%</i>
<i>Execution : End</i>	 <i>Mary Eksteen</i>	<i>2023-12-25</i>		<i>2023-12-25</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
<i>Scan &amp; Upload Project Completion Certificate to PPO</i>	 <i>Mary Eksteen</i>	<i>2024-01-04</i>		<i>2024-01-04</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
<i>Project : Complete</i>	 <i>Mary Eksteen</i>	<i>2024-01-04</i>		<i>2024-01-04</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
<b>Cashflow Boost</b>		<b>2023-09-07</b>	<b>2023-09-07</b>	<b>2023-11-05</b>	<b>52%</b>	<b>33%</b>	<b>(19)%</b>
<i>Execution : End</i>		<i>2023-10-28</i>		<i>2023-10-28</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
<i>Closure Workshop &amp; Certificate: Complete</i>	 <i>Ravi Naidoo</i>	<i>2023-11-05</i>	<i>2023-11-05</i>	<i>2023-11-05</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
<i>Project : Complete</i>	 <i>Ravi Naidoo</i>	<i>2023-11-05</i>		<i>2023-11-05</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
<b>MIS Reporting</b>		<b>2023-09-21</b>	<b>2023-09-21</b>	<b>2024-02-16</b>	<b>14%</b>	<b>13%</b>	<b>(1)%</b>
<i>017 - Development Plan</i>		<i>2023-11-17</i>		<i>2023-11-17</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
<i>Requirements Specification</i>		<i>2023-12-15</i>		<i>2023-12-15</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
<i>Construction : End</i>		<i>2024-01-12</i>		<i>2024-01-12</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>
<i>Integration : End</i>		<i>2024-01-26</i>		<i>2024-01-26</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>













Project Execution : End		2024-02-16		2024-02-16		0%		0%	0%
Project : Complete		2024-02-16		2024-02-16		0%		0%	0%
<b>Northern Frontier Marketing</b>		<b>2023-09-28</b>	<b>2023-09-28</b>	<b>2023-11-24</b>		<b>18%</b>		<b>16%</b>	<b>(2)%</b>
Identify Key competitive factors in industry		2023-10-30		2023-10-30		0%		0%	0%
Determine who has the power in the Channels		2023-11-12		2023-11-12		0%		0%	0%
Final Documented and verified Marketing Strategy		2023-11-19		2023-11-19		0%		0%	0%
Project : Complete		2023-11-24		2023-11-24		0%		0%	0%
<b>Procurement Module Development</b>		<b>2023-07-27</b>	<b>2023-07-27</b>	<b>2023-12-30</b>		<b>24%</b>		<b>26%</b>	<b>2%</b>
Project Management Plan: Complete	 Harry Adams	2023-10-26		2023-10-26		0%		0%	0%
Planning: Complete	 Harry Adams	2023-10-26		2023-10-26		0%		0%	0%
Execution : End	 Adrian de Villiers	2023-12-25		2023-12-25		0%		0%	0%
Stakeholder Analysis: Complete	 Harry Adams	2023-10-15		2023-10-15		0%		0%	0%
Project : Complete	 Harry Adams	2023-12-30		2023-12-30		0%		0%	0%
Project Charter: Complete	 Harry Adams	2023-10-20		2023-10-20		0%		0%	0%
Initiation: Complete	 Harry Adams	2023-10-20		2023-10-20		0%		0%	0%

Programme Costs									
Project	% Contribution	Budget	Actual / Spent	Committed	Estimate to Complete	Total at Completion	Variance	% Variance	% Spent
Business Architecture Blueprint	13%	\$ 510,000.00	\$ 166,000.00	\$ 5,000.00	\$ 322,500.00	\$ 493,500.00	\$ 16,500.00	3%	33%









Cashflow Boost Project	9%	\$ 375,000.00	\$ 125,000.00	\$0.00	\$ 235,000.00	\$ 360,000.00	\$ 15,000.00	4%	33%
MIS Reporting	22%	\$ 891,500.00	\$ 38,580.00	\$0.00	\$ 852,920.00	\$ 891,500.00	\$0.00	0%	4%
Northern Frontier Marketing	41%	\$ 1,676,840.00	\$ 389,000.00	\$0.00	\$ 679,840.00	\$ 1,068,840.00	\$ 608,000.00	36%	23%
Procurement Module Development	15%	\$ 592,500.00	\$ 77,500.00	\$0.00	\$ 535,000.00	\$ 612,500.00	(\$ 20,000.00)	(3)%	13%
<b>Total</b>	<b>100%</b>	<b>\$ 4,045,840.00</b>	<b>\$ 796,080.00</b>	<b>\$ 5,000.00</b>	<b>\$ 2,625,260.00</b>	<b>\$ 3,426,340.00</b>	<b>\$ 619,500.00</b>	<b>15%</b>	<b>20%</b>











#### Programme Benefits

Project	Title	Description	Benefit Owner	Planned Realisation Date	Planned Value	Actual Value	Variance	Benefit Status
Business Architecture Blueprint	Improve Customer Service Index	The Business Architecture Blueprint reporting system will allow us to ID customer calls and complaints. This would allow us to better understand trends and address specific customer needs during the interactions with sales teams. Making use of this should assist in the increase of a CSI (Customer Service Index) which was last measured at 3.9 and will be remeasured by Customer Services in October.	 Tracey Marais	2023-12-23	4.20	0.00	(4.20)	
Business Architecture Blueprint	Increased brand tangibility	This project will provide use with more frequent interaction from external interested parties. The improved brand perception will also increase recognisability of the brand, leading to greater interest in the brand and the company.	 Mary Eksteen	2023-10-15	500.00	550.00	50.00	
Cashflow Boost Project	Cost avoidance	This project will result in potential cost avoidance due to improved and accessible technology, thereby reducing the risk of revenue loss. We will be saving on costs to upgrade and maintain the current correspondence system.	 Jane Branch	2023-10-21	(10,000.00)	(10,000.00)	0.00	
Cashflow Boost Project	Increase in operational efficiency	The project processes will be streamlined and automated where relevant, and the life cycle will be updated accordingly, allowing for easy access to the streamlined process.	 Peter Fraklin	2023-12-30	0.00	0.00	0.00	





MIS Reporting	Improve Customer Service Index	The MIS reporting system will allow us to ID customer calls and complaints. This would allow us to better understand trends and address specific customer needs during the interactions with sales teams. Making use of this should assist in the increase of a CSI (Customer Service Index) which was last measured at 390 and will be remeasured by Customer Services in October.	 Evelyn Nolte	2023-12-31	420.00	0.00	(420.00)	
MIS Reporting	Increase Revenue from Cross-Sell Opportunities	Once the MIS reporting system is in place we should be able to better identify and target cross-sell opportunities and this should thus allow us to increase overall revenue across the customer base.	 Adrian de Villiers	2024-02-09	10,000.00	0.00	(10,000.00)	
Northern Frontier Marketing	Electronic Payslips	Cost saving in year 1 if 5000 pay slips are electronic vs. the manual	 Barry Atkins	2023-12-29	50,000.00	0.00	(50,000.00)	
Northern Frontier Marketing	Labour savings	a. A reduction from six administration staff down to two to manage the three township branches R921 600 b. Bad debt reduction R400 000 c. Return savings and stock control benefits R540 000	 Harry Waczkow	2023-10-16	30,000.00	33,000.00	3,000.00	
Procurement Module Development	Access to new clients	This project will ensure that we have earlier contact with the client in life cycle. The client base will be younger and there will be increased opportunities for cross-selling.	 Siswe Khumalo	2023-12-15	500.00	450.00	(50.00)	
Procurement Module Development	Improved Data Security	Completion of this project will allow for easier adoption and maintenance of compliance requirements which will enhance Data Security.	 Barry Linekar	2023-10-15	0.00	0.00	0.00	

### Programme Risks

Project	Title	Description	Type	RAG	Risk Owner	Follow Up Date
Business Architecture Blueprint	Poor Staff Involvement	When processes change, staff typically are not to excited about it and often go into a silent rebellion	Quality		 Steven Rouchester	2023-10-14
Business Architecture Blueprint	Availability of Training Facilities	Various training requirements at the same time.	Quality		 Steven Rouchester	2023-10-29
Cashflow Boost Project	Poor Staff Involvement	When processes change, staff typically are not to excited about it and often go into a silent rebellion	Progress		 Jane Branch	2023-10-20
Cashflow Boost Project	Selling off emergency stock	In the focus on recovering cash we should beware of not selling off the emergency stock by our customers.	Cost		 Tracey Marais	2023-11-03





Cashflow Boost Project	Availability of Training Facilities	Various training requirements at the same time.	Progress	A	 Manny Sanchez	2023-11-27
MIS Reporting	Lack of MIS Experts	We do not have in-house experts for this specific MIS requirement. Investigate options for obtaining the correct skill within budget reason.	Resources	G	 Barry Linekar	2023-11-04
MIS Reporting	Choice of Right OLAP tool	The choice of the correct OLAP tool that will fit into the overall Technical architecture and serve the other requirements will prove difficult to fast track	Progress	R	 Barry Atkins	2023-10-01
Northern Frontier Marketing	Lack of Sponsorship	Difficulty with direction	Resources	R	 Barry Linekar	2023-10-23
Northern Frontier Marketing	Lack of Market Research	There are not many options re. Market research info for this sector.	Quality	A	 Manny Sanchez	2023-10-12
Northern Frontier Marketing	Lack of resource capacity in Marketing	With all the beginning of year marketing campaigns kicking off, there will not be any normal capacity available to perform this important task.	Resources	G	 Jane Branch	2023-11-30
Procurement Module Development	Integration Component not Functional	There is an outside chance that the procured integratio component does not fit in with the other elements	Quality	G	 Steven Rouchester	2023-12-16
Procurement Module Development	Lack of User Involvement	The quality of the requirements specification is being compromised due to the lack of user involvement from the Procurement department.	Quality	R	 Ravi Naidoo	2023-11-23
Procurement Module Development	Limited Access to Test environment	We do not have access to the Test environment for our planned dates potentially delaying our progress.	Progress	A	 Manny Sanchez	2023-11-25
Procurement Module Development	Progress Meetings not attended	The progress meetings are not attended by the project customer due to a busy schedule. Our decisions are being delayed due to non-attendance	Progress	R	 Barry Linekar	2023-10-15

## Programme Issues

Project	Title	Description	Type	Priority	Issue Owner	Follow Up Date
Business Architecture Blueprint	Process flow stoppage	The flow from operations to HR has not been defined. We need to know how the two sides cooperate to continue.	Progress	High	 Tracey Marais	2023-11-11
Business Architecture Blueprint	MS Visio licenses	The current Visio Licenses are insufficient for all the concurrent mapping that was planned for.	Other	High	 Steven Rouchester	2023-10-29
Cashflow Boost Project	Call Centre Capacity	We need to use some capacity from the call centre which ahs not been clearly communicated	Resources	Medium	 Jane Branch	2023-10-01
Cashflow Boost Project	Process flow stoppage	The flow from operations to HR has not been defined. We need to know how the two sides cooperate to continue.	Progress	High	 Manny Sanchez	2023-11-24

Cashflow Boost Project	Financial departments re-structure	Managers are opposed to restructure in this area. Job security may be at the root of their concerns.	Other	High	 Manny Sanchez	2023-10-15
MIS Reporting	Access to testing environment	We are experiencing problems gaining access to the testing environment from QA. There is a first come first serve attitude.	Resources	Low	 Tracey Marais	2023-10-09
MIS Reporting	MIS expert needed	We are experiencing delays due to lack of a person skilled in MIS reporting	Resources	High	 Steven Rouchester	2023-10-16
Northern Frontier Marketing	Promotion schedule	Promotion schedule needs to be discussed by mid May.	Resources	Low	 Harry Adams	2023-10-30
Northern Frontier Marketing	Products to be included in detailed costing	No consensus has been reached as to which products are to be included in the analysis.	Other	Medium	 Ravi Naidoo	2023-09-29
Northern Frontier Marketing	Value chain components	There are some components that have not yet been specified in the context of this project that should be included.	Other	High	 Barry Linekar	2023-11-20
Northern Frontier Marketing	Sales Reports	There is a 3 week lead time for IT to produce our particular report. We need to get the request specified and prioritised.	Progress	High	 Evelyn Nolte	2023-12-30
Procurement Module Development	Measure 2122 omitted	Measure 2122 omitted from spec. This is essential to the balance of Procurement module to the timesheet system.	Other	High	 Ravi Naidoo	2023-10-18
Procurement Module Development	Update Actual Cost Info	The Cost to date does not reflect on the Finance system.	Cost	Medium	 Barry Atkins	2023-11-11
Procurement Module Development	Loss of access to systems	IT keep changing and removing the project's access to system databases	Other	Medium	 Evelyn Nolte	2023-10-30
Procurement Module Development	URS Sign off	URS Sign off procedure is potentially holding back the Technical Specifications	Progress	Medium	 Tracey Marais	2023-10-15
Procurement Module Development	Test environment Reservation	We have not communicated our testing requirements to QA and to ensure their availability.	Other	Medium	 Alan Werner	2023-10-23

### Programme Scope Changes

Project	Name	Requested By	Impact On Time (Days)	Impact On Cost	Approval Status	Approval Date
Business Architecture Blueprint	Report Inclusions	 Steven Rouchester	21	\$ 5,000.00	Pending	
Cashflow Boost Project	Appointment of Accounting staff	 Ravi Naidoo	0	\$ 35,000.00	Approved	2023-10-12
MIS Reporting	Change in meta data requirements	 Adrian de Villiers	0	\$ 5,000.00	Pending	
Northern Frontier Marketing	Expand Territories	 Ravi Naidoo	10	\$ 50,000.00	Declined	2023-10-15



Procurement Module  
Development

Operating system vs update



Steven  
Rouchester

5

\$ 10,000.00

Approved

2023-10-10