

<b>Description of Request</b>	Provision for Project Coordinator Services for a period of 12 months
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## 1. High level background

Group IT Product Delivery’s mandate is to deliver projects within the project management triple constraints namely cost, time and quality. The department provides solutions that are adding value, meet the business requirements within reasonable timeframe, high quality and reasonable cost to Eskom.

Due to the changes in the business operations, there has been an increase in the number of requirements from Eskom divisions. As a result of this change Product Delivery is experiencing resource constraints. This has a negative impact on the ability to deliver solutions/projects quickly.

## 2. Scope of work/Business requirements

### **Provide detailed description and volumes of the product/service requested:**

Requirement is for six (6) Project Coordinators. The project coordinators required will be for both Agile and Waterfall projects. They will be assigned to Project Managers to coordinate multiple projects. Whereas in some instances, they will be responsible for coordinating projects without the assistance of a Project Manager. Upon the appointment of the vendor detailed information and required timelines will be communicated.

Project coordinators will be required to work online using tools that are approved by Eskom as an Organisation, e.g. Microsoft Teams. Travelling to any Eskom sites other than Megawatt Park will require prior approval by the line manager.

Project coordinators will be responsible for the entire project lifecycle that is from planning, execution, monitor & control projects lastly project close out.

The scope will include the following:

Deliverables	Description
1. Monitor & control	<p>Track progress on project activities</p> <p>Coordinate internal resources and third parties/vendors for the flawless execution of projects</p> <p>Ensure that projects are delivered on-time, within scope and within budget</p>

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	Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
2. Planning	Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility  Create and maintain project documentation
3. Project Implementation	The requirement is for the successful delivery of the projects whilst adhering to Eskom governance processes.  Adhere to Eskom's procurement process for any require resources outside the organisation  Projects will be confirmed upon the appointment of the vendor.  Perform risk management to minimize project risks, by completing risk register and issue list
4. Reporting	Report to the relevant Governance structure including: <ul style="list-style-type: none"> <li>• Completing weekly flash report</li> <li>• Prepare submission to project Steering Committees etc;</li> <li>• Prepare monthly forecasts</li> <li>• Prepare monthly reports</li> </ul>
5. Project close out	Perform as project close out activities as stipulated by Project lifecycle model

**2.1. Training/Transfer of skills:**

Additionally, there is a requirement for skills transfer to project coordinators on the ground. The candidates will be required to perform coaching regarding fundamental project coordinating activities. etc.

**3. Service Level Agreement requirements**

- In case resource does not perform to the expected standards, Eskom will notify the service provider and request replacement with resource on better standard
- Hourly rates and per km rates are fixed for contract period
- All resources should have access to laptop, MS Teams, and Projects online
- All resource leave to be pre-approved by Eskom and should be managed to the minimum.
- Timesheet so be kept and signed off by Eskom monthly. Only actual hours worked can be claimed. All leave will be non-billable hours.
- All travel to be pre-approved
- NDA's to be signed by all resources

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- All resources to attend the monthly departmental meeting at MWP once a month as communicated
- Afterhours and weekend work will need to be approved up front before commencing with it
- All documents will be stored on SharePoint (or OpenText when go-live). All documents must be handed over to Eskom before contract expire / replacement of resource.

**4. Approvals:**

<b>End user / requestor:</b>	<b>Name:</b>	Sibongile Venkile
	<b>Designation:</b>	Portfolio Manager
	<b>Date:</b>	18 Sep 2023
	<b>Signature:</b>	
<b>Senior Manager:</b>	<b>Name:</b>	Anthenia Phuku
	<b>Designation:</b>	Senior Manager BSDS
	<b>Date:</b>	18/09/2023
	<b>Signature:</b>	