**MODULE AND SUB-MODULE FUNCTIONALITY – PROCESSES**

|  |  |  |
| --- | --- | --- |
| **MODULE** | **SUB-MODULE ACRONYM** | **SUB-MODULE** |
| PLANNING | SP | Strategic Plan |
| APP | Annual Performance Plan |
| OP | Operational Plan & Budget / Demand Plan |
|  |  |
| REPORTING | MPR | Monthly Performance Report |
| QPR | Quarterly Report |
| AR | Annual Report |
| PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM | PMDS |  |
| JD | Job Description |
| PA L1-12 | Performance Agreement: Level 1 - 12 |
| PA SMS | Performance Agreement: Senior Management Service |
| - | Quarterly Performance Assessment: Level 1 - 12 |
| - | Mid-Year Performance Review: SMS |
| - | Annual Performance Assessment: Level 1 - 12 |
| - | Annual Performance Assessment: SMS |

|  |  |  |
| --- | --- | --- |
| **MODULE** | **SUB-MODULE ACRONYM** | **SUB-MODULE** |
| **PLANNING** | **SP** | **Strategic Plan** |
| APP | Annual Performance Plan |
| OP | Operational Plan & Budget / Demand Plan |
|  |  |

**ACCESSING THE PERFORMA-APP FOR THE PLANNING: STRATEGIC PLANNING MODULE**

* The end user will LOG into the PERFORMA-APP
* The first screen that the end user sees will be the dashboard, which looks similar to:

FULL SYSTEM MENU

**Note: to the left of the dashboard will be a scroll bar (full system menu) that lists all the Modules in the PERFORMA-APP. If the end user clicks on any of the modules, each module will have a list of sub-modules. If the end user clicks on any of the sub-modules the system will take the end user to that screen.**

* To access the SP module, the end user will click on the Planning Module in the left hand side of the dashboard
* Under the Planning Module, the end user will click on the Strategic Planning sub-module.
* When the end user clicks on the SP sub-module menu tab on the left of the dashboard / screen, the end user will see screen 1 & 2 below:

### SCREEN 1

### **PART A: STRATEGIC OVERVIEW**

### 1 Vision

### *Unlimited Alpha-numeric characters to be added by end user*

### 2 Mission

### *Unlimited Alpha-numeric characters to be added by end user*

### 3 Values

### *Unlimited Alpha-numeric characters to be added by end user*

### 4 Legislative and other mandates

##### *Unlimited Alpha-numeric characters to be added by end user*

##### **4.1 Constitutional mandates**

##### *Unlimited Alpha-numeric characters to be added by end user*

##### **4.2 Legislative mandates**

##### *Unlimited Alpha-numeric characters to be added by end user*

##### **4.3 Policy mandates**

##### *Unlimited Alpha-numeric characters to be added by end user*

##### **4.4 Relevant court rulings**

##### *Unlimited Alpha-numeric characters to be added by end user*

##### **4.5 Planned policy initiatives**

*Unlimited Alpha-numeric characters to be added by end user*

### 5 Situational analysis

##### *Unlimited Alpha-numeric characters to be added by end user*

##### **5.1 Performance environment**

##### *Unlimited Alpha-numeric characters to be added by end user*

##### **5.2 Organisational environment**

##### *Unlimited Alpha-numeric characters to be added by end user*

##### **5.3 Description of the strategic planning process**

*Unlimited Alpha-numeric characters to be added by end user*

**6. Strategic Goals**

### SCREEN 2

|  |  |
| --- | --- |
| Strategic Outcome Oriented Goal # 1 | *Unlimited Alpha-numeric characters to be added by end user* |
| Goal Statement | *Unlimited Alpha-numeric characters to be added by end user* |
| Justification | *Unlimited Alpha-numeric characters to be added by end user* |
| Links | *Unlimited Alpha-numeric characters to be added by end user* |

SAVE SG

EDIT SG

ADD SG

TID

Note to developer: SCREEN 1 & 2 are hard-coded data.

* Note that a department will have more than one strategic goal. Thus, the PERFORMA-APP SP Module must give the end user the option to add more strategic goals.
* The system must give the end user the option to SAVE OR EDIT a SG.
* For each strategic goal, there will be a Technical Indicator Description (TID). The PERFORMA-APP SP Module must have an icon close to the above table that the end user can click on so that the system takes the end user to the Technical Indicator Descriptions for Strategic Goals.
* Information added by end user on “STRATEGIC OUTCOME ORIENTED GOAL” to automatically populate SG line on screen 12 – see colour coded boxes for ease of reference
* Once the end user clicks on this icon, it must show the following table which will be screen 3:

### SCREEN 3

**Technical Indicator Description**

|  |  |
| --- | --- |
| Indicator title | *Unlimited Alpha-numeric characters to be added by end user* |
| Short definition | *Unlimited Alpha-numeric characters to be added by end user* |
| Purpose/importance | *Unlimited Alpha-numeric characters to be added by end user* |
| Source/collection of data | *Unlimited Alpha-numeric characters to be added by end user* |
| Method of calculation | *Unlimited Alpha-numeric characters to be added by end user* |
| Data limitations | *Unlimited Alpha-numeric characters to be added by end user* |
| Type of indicator | *End user to select from drop-down (inputs, activities, outputs, outcomes or impact, efficiency, economy or equity)* |
| Calculation type | *End user to select from drop-down (cumulative or non-cumulative)* |
| Reporting cycle | *End user to select from drop-down (Quarterly, Annually, Longer-term)* |
| New indicator | *End user to select from drop-down (new, significantly changed, continues without change from the previous year)* |
| Desired performance | *End user to select from drop-down (higher or lower)* |
| Indicator responsibility | *Unlimited Alpha-numeric characters to be added by end user* |

ADD TID

EDIT TID

SAVE TID

Note to developer: SCREEN 3 is hard-coded data.

* Each strategic goal may have one or more technical indicator descriptions and thus the PERFORMA-APP SP Module must give the end user the option to add one or more technical indicator descriptions for each Strategic Goal.
* Once the end user completes the SGs and TIDs, the screen 4 is as follows:

### **PART B: STRATEGIC OBJECTIVES**

### SCREEN 4

### 7 Programme X (*Unlimited Alpha-numeric characters to be added by end user*)

##### **7.1 Strategic objectives**

|  |  |
| --- | --- |
| Strategic Objective # 1.1 | *Unlimited Alpha-numeric characters to be added by end user* |
| Objective Statement | *Unlimited Alpha-numeric characters to be added by end user* |
| Baseline | *Unlimited Alpha-numeric characters to be added by end user* |
| Justification | *Unlimited Alpha-numeric characters to be added by end user* |
| Links | *Unlimited Alpha-numeric characters to be added by end user* |

TID

SAVE SO

EDIT SO

ADD SO

Note to developer: SCREEN 4 is hard-coded data.

* Note that for each strategic goal there may be one or more strategic objectives. Thus, the PERFORMA-APP SP Module must give the end user the option to add one or more strategic objectives for each strategic goal.
* Each group of SOs will be linked to a programme. There will be more than one programme. The system must therefore allow the end user to add a programme including a set of SOs that will each have its own TID
* The information added on each programme under “7 Programme X” must automatically be loaded into the PERFORMA-APP APP sub-module – see colour coded boxes
* The system must give the end user the option to ADD, SAVE, or EDIT a strategic objective.
* When each SO is completed in the line “Strategic Objective #...” it must automatically populate the table on SO in the PERFORMA-APP APP Module – see colour coding of blocks in tables for ease of reference. It must also automatically upload to Screen 12 on the Operational Plan & Budget sub-module
* For each strategic objective, there will be a Technical Indicator Description. The PERFORMA-APP SP Module must have an icon close to the above table that the end user can click on so that the system takes the end user to the Technical Indicator Descriptions for Strategic Objectives. Technical Indicator Descriptions for SG’s are different to those for SO’s
* Once the end user clicks on this icon, it must show screen 5 below:

### SCREEN 5

**Technical Indicator Description**

|  |  |
| --- | --- |
| Indicator title | *Unlimited Alpha-numeric characters to be added by end user* |
| Short definition | *Unlimited Alpha-numeric characters to be added by end user* |
| Purpose/importance | *Unlimited Alpha-numeric characters to be added by end user* |
| Source/collection of data | *Unlimited Alpha-numeric characters to be added by end user* |
| Method of calculation | *Unlimited Alpha-numeric characters to be added by end user* |
| Data limitations | *Unlimited Alpha-numeric characters to be added by end user* |
| Type of indicator | *End user to select from drop-down (inputs, activities, outputs, outcomes or impact, efficiency, economy or equity)* |
| Calculation type | *End user to select from drop-down (cumulative or non-cumulative)* |
| Reporting cycle | *End user to select from drop-down (Quarterly, Annually, Longer-term)* |
| New indicator | *End user to select from drop-down (new, significantly changed, continues without change from the previous year)* |
| Desired performance | *End user to select from drop-down (higher or lower)* |
| Indicator responsibility | *Unlimited Alpha-numeric characters to be added by end user* |

SAVE TID

EDIT TID

ADD TID

Note to developer: SCREEN 5 is hard-coded data.

* The system must give the end user the option to ADD, SAVE, EDIT a Technical Indicator Description.
* When the “Short definition” is completed for each Technical Indicator Description it must automatically populate the table on Programme Performance Indicators and Annual Targets in the PERFORMA-APP APP Module – see colour coding of blocks in tables for ease of reference.
* When the “Reporting cycle” is completed for each Technical Indicator Description it must automatically populate the table on Programme Performance Indicators and Annual Targets in the PERFORMA-APP APP Module – see colour coding of blocks in tables for ease of reference.
* Once the SOs and related TIDs are completed, screen 6 is as follows:

##### *7.2 Resource considerations*

### SCREEN 6

### *Unlimited Alpha-numeric characters to be added by end user*

##### *7.3 Risk management*

### *Unlimited Alpha-numeric characters to be added by end user*

### PART C: LINKS TO OTHER PLANS

### *Unlimited Alpha-numeric characters to be added by end user*

##### *8 Links to the long-term infrastructure and other capital plans*

### *Unlimited numeric characters to be added by end user*



9 Conditional grants

|  |  |
| --- | --- |
| **Name of grant** | *Unlimited Alpha-numeric characters to be added by end user* |
| **Purpose** | *Unlimited Alpha-numeric characters to be added by end user* |
| **Performance indicator** | *Unlimited Alpha-numeric characters to be added by end user* |
| **Continuation** | *Unlimited Alpha-numeric characters to be added by end user* |
| **Motivation** | *Unlimited Alpha-numeric characters to be added by end user* |

**10 Public entities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of public entity** | **Mandate** | **Outputs** | **Current annual budget**  **(R thousand)** | **Date of next evaluation** |
| *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |
| *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |

**11 Public-private partnerships**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of PPP** | **Purpose** | **Outputs** | **Current value of agreement**  **(R thousand)** | **Date when agreement expires** |
| *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |
| *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |

**Annexures**

End user to add any annexures

Note to developer: SCREEN 6 is hard-coded data.

**THIS IS THE END OF THE SP sub-MODULE ON THE PERFORMA-APP**

**End user therefore must exit the SP sub-module and return to the PERFORMA-APP home page**

|  |  |  |
| --- | --- | --- |
| **MODULE** | **SUB-MODULE ACRONYM** | **SUB-MODULE** |
| **PLANNING** | SP | Strategic Plan |
| APP | Annual Performance Plan |
| OP | Operational Plan & Budget / Demand Plan |
| - | Budget & Demand Plan |

**Then end user clicks on the Planning Module, and selects APP sub-module**

* The end user will LOG into the PERFORMA-APP
* The first screen that the end user sees will be the dashboard, which looks similar to:

FULL SYSTEM MENU

**Note: to the left of the dashboard will be a scroll bar (full system menu) that lists all the Modules in the PERFORMA-APP. If the end user clicks on any of the modules, each module will have a list of sub-modules. If the end user clicks on any of the sub-modules the system will take the end user to that screen.**

* To access the APP sub-module, the end user will click on the Planning Module in the left hand side of the dashboard
* Under the Planning Module, the end user will click on the APP sub-module.
* When the end user clicks on the APP sub-module menu tab on the left of the dashboard / screen, the end user will see screen 7 below:

### **PART A: STRATEGIC OVERVIEW**

**1 Updated situational analysis**

### SCREEN 7

*Unlimited Alpha-numeric characters to be added by end user*

**1.1 Performance delivery environment**

*Unlimited Alpha-numeric characters to be added by end user*

**1.2 Organisational environment**

*Unlimited Alpha-numeric characters to be added by end user*.

**2 Revisions to legislative and other mandates**

*Unlimited Alpha-numeric characters to be added by end user*

**3 Overview of 20XX budget and MTEF estimates**

**3.1 Expenditure estimates**

* Table Y.1 [user enters Name of department or public entity] *Unlimited Alpha-numeric characters to be added to below table by end user*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme** | | | | | **Audited outcomes** | | | **Adjusted appropriation** | | **Medium-term expenditure estimate** | | |
| R thousand | | | | | **20XX** | **20XX** | **20XX** | **20XX** | | **20XX** | **20XX** | **20XX** |
| 1. | | | Administration | |  |  |  |  |  |  |  |  |
| 2. | | |  |  |  |  |  |  |  |  |  |  |
| 3. | | |  |  |  |  |  |  |  |  |  |  |
| **Subtotal** | | | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** | **–** |
|  | | | | |  |  |  |  |  |  |  |  |
| **Direct charges against the National Revenue Fund** | | | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** | **–** |
|  |  | |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** | **–** |
| Change to 20XX-1 budget estimate | | | | |  |  |  | – | – | – | – | – |
|  |  | |  |  |  |  |  |  |  |  |  |  |
| **Economic classification** | | | | |  |  |  |  |  |  |  |  |
| **Current payments** | | | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** | **–** |
|  | Compensation of employees | | | |  |  |  |  |  |  |  |  |
|  | Goods and services | | | |  |  |  |  |  |  |  |  |
|  |  | | of which: | |  |  |  |  |  |  |  |  |
|  |  | | Communication | |  |  |  |  |  |  |  |  |
|  |  | | Computer services | |  |  |  |  |  |  |  |  |
|  |  | | Consultants, contractors and special services | |  |  |  |  |  |  |  |  |
|  |  | | Inventory | |  |  |  |  |  |  |  |  |
|  |  | | Maintenance repair and running cost | |  |  |  |  |  |  |  |  |
|  |  | | Operating leases | |  |  |  |  |  |  |  |  |
|  |  | | Travel and subsistence | |  |  |  |  |  |  |  |  |
|  |  | | Specify | |  |  |  |  |  |  |  |  |
|  |  | | Specify | |  |  |  |  |  |  |  |  |
|  |  | | Other | |  |  |  |  |  |  |  |  |
|  | Interest and rent on land | | | |  |  |  |  |  |  |  |  |
|  | Financial transactions in assets and liabilities | | | |  |  |  |  |  |  |  |  |
| **Transfers and subsidies to:** | | | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** | **–** |
|  | Provinces and municipalities | | | |  |  |  |  |  |  |  |  |
|  | Departmental agencies and accounts | | | |  |  |  |  |  |  |  |  |
|  | Universities and technikons | | | |  |  |  |  |  |  |  |  |
|  | Public corporations and private enterprises | | | |  |  |  |  |  |  |  |  |
|  | Foreign governments and international organisations | | | |  |  |  |  |  |  |  |  |
|  | Non-profit institutions | | | |  |  |  |  |  |  |  |  |
|  | Households | | | |  |  |  |  |  |  |  |  |
| **Payments for capital assets** | | | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** | **–** |
|  | | Buildings and other fixed structures | | |  |  |  |  |  |  |  |  |
|  | | Machinery and equipment | | |  |  |  |  |  |  |  |  |
|  | | Cultivated assets | | |  |  |  |  |  |  |  |  |
|  | | Software and other intangible assets | | |  |  |  |  |  |  |  |  |
|  | | Land and subsoil assets | | |  |  |  |  |  |  |  |  |
|  | | of which: Capitalised compensation | | | *–* | *–* | *–* | *–* | *–* | *–* | *–* | *–* |
| **Total** | | | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** | **–** |

**3.2 Relating expenditure trends to strategic goals**

*Unlimited Alpha-numeric characters to be added by end user*

Note to developer: SCREEN 7 is hard-coded data.

* Screen 8 is next:

### **PART B: PROGRAMME AND SUBPROGRAMME PLANS**

### SCREEN 8

**4 Programme X (insert name of programme)**

*Unlimited Alpha-numeric characters to be added by end user*

**4.1 Strategic objective annual targets for FY20../20..**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Strategic objective** | | Audited/Actual performance | | | Estimated performance  20../20.. | Medium-term targets | | |
| 20../20.. | 20../20.. | 20../20.. | 20../20.. | 20../20.. | 20../20.. |
| **1.1** | Information in this block will automatically be populated as the system will take it from the SO table above in the PERFORMA-APP SP Module | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |
| **1.2** | Information in this block will automatically be populated as the system will take it from the SO table above in the PERFORMA-APP SP Module | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |

ADD SO

SAVE SO

EDIT SO

TID

Note to developer: SCREEN 8 is hard-coded data.

* The information added on each programme under “7 Programme X” from the SP module must automatically be loaded into the PERFORMA-APP APP sub-module –on line “4 Programme X” above - see colour coded boxes
* The completed SO from the line “Strategic Objective #...” in the SP sub-module must automatically populate the above table on SO in the PERFORMA-APP APP sub-mdule – see colour coding of blocks in tables for ease of reference.
* The system should automatically calculate the historical three years and future three years once the end user inputs the financial year in the column with title “Estimated Performance 20../20..”
* For each strategic objective, there is a Technical Indicator Description table that was populated in the PERFORMA-APP SP sub-module on the SO Technical Indicator Description section. This information that was populated in the PERFORMA-APP SP sub-module on SO Technical Indicator Descriptions must also be available to the end user on the above SO screen. It would thus be important to add an icon to access the TID for each SO that the end user would already have populated.
* The end user is then taken to the next section of the PERFORMA-APP APP Module. Then screen 9 follows:

**4.2 Programme performance indicators and annual targets for FY20../20..**

### SCREEN 9

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme performance indicator** | | **Audited/Actual performance** | | | **Estimated performance**  **20../20..** | **Medium-term targets** | | |
| **20../20..** | **20../20..** | **20../20..** | **20../20..** | **20../20..** | **20../20..** |
| **1.1** | Information in this block will automatically be populated as the system will take it from the SO TID table above in the PERFORMA-APP SP Module | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |
| **1.2** | Information in this block will automatically be populated as the system will take it from the SO TID table above in the PERFORMA-APP SP Module | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |

ADD PI

EDIT PI

SAVE PI

Note to developer: SCREEN 9 is hard-coded data.

* The system should automatically calculate the historical three years and future three years once the end user inputs the financial year in the column with title “Estimated Performance 20../20..”
* The system must give the end user the option to ADD, SAVE, or EDIT all data that is added to the blank columns.
* When the FIRST COLUMN of the “Medium Term Targets” is completed for each PI it must automatically populate the below table on Quarterly Targets in the PERFORMA-APP APP sub-module – see colour coding of blocks in tables for ease of reference.
* The end user is then taken to the next section of the PERFORMA-APP APP sub-module which is screen 10:

### SCREEN 10

**4.3 Quarterly targets for FY20../20..**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme Performance indicator** | | **Reporting period** | **Annual target FY20../20..** | **Quarterly targets** | | | |
| **1st** | **2nd** | **3rd** | **4th** |
| **1.1** | Information in this block will automatically be populated as the system will take it from the TID table above in the PERFORMA-APP SP Module | Information in this block will automatically be populated as the system will take it from the TID table above in the PERFORMA-APP SP Module | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |
| **1.2** | Information in this block will automatically be populated as the system will take it from the TID table above in the PERFORMA-APP SP Module | Information in this block will automatically be populated as the system will take it from the TID table above in the PERFORMA-APP SP Module | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |
| **1.3** | Information in this block will automatically be populated as the system will take it from the TID table above in the PERFORMA-APP SP Module | Information in this block will automatically be populated as the system will take it from the TID table above in the PERFORMA-APP SP Module | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |

ADD Q Tgt

SAVE Q Tgt

EDIT Q Tgt

Note to developer: SCREEN 10 is hard-coded data.

* The system must give the end user the option to ADD, SAVE, or EDIT all data that is added to the blank columns.
* Screen 11 then follows:

### SCREEN 11

**4.4 Reconciling performance targets with the Budget and MTEF**

*Unlimited Alpha-numeric characters to be added by end user to below tables*

##### Expenditure estimates

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * Table Y.4: Programme name | | | |  |  |  |  |  |  |  |
| **Subprogramme** | | | | **Expenditure outcome** | | | **Adjusted appropriation** | **Medium-term expenditure estimate** | | |
| R thousand | | | | **20XX** | **20XX** | **20XX** | **20XX** | **20XX** | **20XX** | **20XX** |
|  | Minister 1 | | |  |  |  |  |  |  |  |
|  | Deputy minister 2 | | |  |  |  |  |  |  |  |
|  | Management | | |  |  |  |  |  |  |  |
|  | Corporate services | | |  |  |  |  |  |  |  |
|  | Property management | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** |
| Change to FY../.. budget estimate | | | |  |  |  | – | – | – | – |
| *1 Payable as from 1 April 2005. Salary: R Car allowance: R* | | | | |  |  |  |  |  |  |
| *2 Payable as from 1 April 2005. Salary: R Car allowance: R* | | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Economic classification** | | | |  |  |  |  |  |  |  |
|  | **Current payments** | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** |
|  |  | Compensation of employees | |  |  |  |  |  |  |  |
|  |  | Goods and services | |  |  |  |  |  |  |  |
|  |  | of which: | |  |  |  |  |  |  |  |
|  |  | Communication | |  |  |  |  |  |  |  |
|  |  | Computer services | |  |  |  |  |  |  |  |
|  |  | Consultants, contractors and special services | |  |  |  |  |  |  |  |
|  |  | Inventory | |  |  |  |  |  |  |  |
|  |  | Maintenance repair and running cost | |  |  |  |  |  |  |  |
|  |  | Operating leases | |  |  |  |  |  |  |  |
|  |  | Travel and subsistence | |  |  |  |  |  |  |  |
|  |  | Specify | |  |  |  |  |  |  |  |
|  |  | Other | |  |  |  |  |  |  |  |
|  |  | Interest and rent on land | |  |  |  |  |  |  |  |
|  |  | Financial transactions in assets and liabilities | |  |  |  |  |  |  |  |
|  | **Transfers and subsidies to:** | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** |
|  |  | Provinces and municipalities | |  |  |  |  |  |  |  |
|  |  | Departmental agencies and accounts | |  |  |  |  |  |  |  |
|  |  | Universities and technikons | |  |  |  |  |  |  |  |
|  |  | Public corporations and private enterprises | |  |  |  |  |  |  |  |
|  |  | Foreign governments and international organisations | |  |  |  |  |  |  |  |
|  |  | Non-profit institutions | |  |  |  |  |  |  |  |
|  |  | Households | |  |  |  |  |  |  |  |
|  | **Payments for capital assets** | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** |
|  |  | Buildings and other fixed structures | |  |  |  |  |  |  |  |
|  |  | Machinery and equipment | |  |  |  |  |  |  |  |
|  |  | Cultivated assets | |  |  |  |  |  |  |  |
|  |  | Software and other intangible assets | |  |  |  |  |  |  |  |
|  |  | Land and subsoil assets | |  |  |  |  |  |  |  |
|  |  |  | of which: Capitalised compensation | *–* | *–* | *–* | *–* | *–* | *–* | *–* |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | | | | **–** | **–** | **–** | **–** | **–** | **–** | **–** |

***Performance and expenditure trends***

*Unlimited Alpha-numeric characters to be added by end user to below tables*

### **PART C: LINKS TO OTHER PLANS**

**Links to the long-term infrastructure and other capital plans**

*Unlimited Alpha-numeric characters to be added by end user to below tables*



**6 Conditional grants**

*Unlimited Alpha-numeric characters to be added by end user*

**7 Public entities**

*Unlimited Alpha-numeric characters to be added by end user*

**8 Public-private partnerships**

*Unlimited Alpha-numeric characters to be added by end user*

**Annexure**

*Any annexures to be added by end user*

Note to developer: SCREEN 11 is hard-coded data.

**THIS IS THE END OF THE APP SUB-MODULE ON THE PERFORMA-APP**

**End user therefore must exit the APP sub-module and return to the PERFORMA-APP home page**

|  |  |  |
| --- | --- | --- |
| **MODULE** | **SUB-MODULE ACRONYM** | **SUB-MODULE** |
| **PLANNING** | SP | Strategic Plan |
| APP | Annual Performance Plan |
| **OP** | **Operational Plan & Budget / Demand Plan** |
| - | Budget & Demand Plan |

**ACCESSING THE PERFORMA-APP FOR THE OPERATIONAL PLAN & BUDGET / DEMAND PLAN SUB-MODULE**

* The end user will LOG into the PERFORMA-APP
* The first screen that the end user sees will be the dashboard, which looks similar to:

**Note: to the left of the dashboard will be a scroll bar (full system menu) that lists all the Modules in the PERFORMA-APP. If the end user clicks on any of the modules, each module will have a list of sub-modules. If the end user clicks on any of the sub-modules the system will take the end user to that screen.**

* To access the OPERATIONAL PLAN & BUDGET / DEMAND PLAN sub-module, the end user will click on this module in the left hand side of the dashboard
* Under the Planning module, the end user will click on the OPERATIONAL PLAN & BUDGET / DEMAND PLAN sub-module.
* When the end user clicks on the APP sub-module menu tab on the left of the dashboard / screen, the end user will see screen 12 below:

### PROGRAMME: (*Unlimited Alpha-numeric characters to be added by end user*)

### SCREEN 12

### CHIEF DIRECTORATE: (*Unlimited Alpha-numeric characters to be added by end user*)

### DIRECTORATE: (*Unlimited Alpha-numeric characters to be added by end user*)

**Strategic Goal:** Information to automatically be included from APP - Screen 2 on Strategic Goal

**Strategic Objective: information to automatically be included from APP – Screen 4 on Strategic Objective**

## 

## INDICATORS AND TARGETS

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project:** *Unlimited Alpha-numeric characters to be added by end user* | **Description of Output** | **Performance indicators** | **Annual Target** | **Quarterly Targets** | | | | | **Budget Allocated** | **Delivery Date** |
| **Q1** | **Q2** | | **Q3** | **Q4** |
| **Activity 1**  *Unlimited Alpha-numeric characters to be added by end user*  *NB: make a note to developer that one annual target may have multiple activities – each of which or the combination of which would lead to output* | *Unlimited Alpha-numeric characters to be added by end user* | Information in this block will automatically be populated as the system will take it from the TID table above in the PERFORMA-APP SP Module | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI – screen 10 | | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI – screen 10 | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI – screen 10 | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI – screen 10 | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |
| **Activity 2**  *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | Information in this block will automatically be populated as the system will take it from the TID table above in the PERFORMA-APP SP Module | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI – screen 10 | | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI – screen 10 | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI – screen 10 | Information in this block will automatically be populated as the system will take it from the table above in the PERFORMA-APP APP Module on PPI – screen 10 | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |

Note to developer: SCREEN 12 is hard-coded data.

* Information added by end user on “STRATEGIC OUTCOME -ORIENTED GOAL” to automatically populate SG line on screen 12 – see colour coded boxes for ease of reference
* Information added by end user on “STRATEGIC OBJECTIVE” to automatically populate SO line on Screen 12 – see colour coded boxes for ease of reference
* Colour coded boxes in table are automatic downloads from screens earlier in the sub-modules. See colour coding for ease of reference
* Screen 12 must allow for unlimited number of lines for each activity per project

### SCREEN 13

### ACTIVITY COSTING

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Project:** | | | | | | | | | | | | | | | | | | | | | | | **BUDGET** | |
| **Activity** | **Required Resource** | **Q1 Costs** | | | **Q2 Costs** | | | | | | **Q3 Costs** | | | | | | **Q4 Costs** | | | | | |
| **April** | **May** | **Jun** | **Jul** | | **Aug** | | **Sep** | | **Oct** | | **Nov** | | **Dec** | | **Jan** | | **Feb** | | **Mar** | |
| Information in this block will automatically be populated as the system will take it from screen 12 | *Unlimited Alpha-numeric characters to be added by end user* |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | | Information in this block will automatically be populated as the system will take it from screen 12 | |
| Information in this block will automatically be populated as the system will take it from screen 12 | *Unlimited Alpha-numeric characters to be added by end user* |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | | Information in this block will automatically be populated as the system will take it from screen 12 | |
| **Project Cost: Sub-Total** | **N/A** |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | | NOTE THE SYSTEM SHOULD AUTOMATICALLY ADD UP THE BUDGET TO GIVE A SUB-TOTAL COST FOR THE GROUP OF ACTIVITIES UNDER THIS PROJECT | |

* For every project on screen 12 there will be a set of activities listed on screen 12. Every set of activities will have a sub-total budget. So this screen 13 must be replicated on the system for every project listed on screen 12.
* At the end of the all the projects on screen 13 the last part of the screen will be as follows:

|  |  |  |
| --- | --- | --- |
| **Name of Project** | **Required Resource** | **Budget** |
| Information in this block will automatically be populated as the system will take it from screen 12 | Information in this block will automatically be populated as the system will take it from screen 13 | Information in this block will automatically be populated as the system will take it from screen 12 |
| Information in this block will automatically be populated as the system will take it from screen 12 | Information in this block will automatically be populated as the system will take it from screen 12 | Information in this block will automatically be populated as the system will take it from screen 12 |
| N/A | N/A | NOTE THE SYSTEM SHOULD AUTOMATICALLY ADD UP THIS COLUMAN TO GIVE A TOTAL COST FOR THE GROUP OF PROJECTS |

### 

### COMPENSATION OF EMPLOYEES [For all employees in the directorate or chief directorate]

### SCREEN 14

| **CURRENT POSITION** | **GRADE (Level)** | **TOTAL PLUS ALLOWANCES** | **NUMBER OF POSITIONS** |
| --- | --- | --- | --- |
| *Unlimited Alpha-numeric characters to be added by end user* |  |  |  |
| *Unlimited Alpha-numeric characters to be added by end user* |  |  |  |
| *Unlimited Alpha-numeric characters to be added by end user* |  |  |  |
| *Unlimited Alpha-numeric characters to be added by end user* |  |  |  |
| TOTAL COMPENSATION BUDGET | N/A | N/A | NOTE THE SYSTEM SHOULD AUTOMATICALLY ADD UP THIS COLUMAN TO GIVE A TOTAL COST FOR COE |

### SCREEN 15

### PROCUREMENT PLANS (OVER R500K)

**SCHEDULE OF PROCUREMENT PLAN IN RESPECT OF PROCUREMENT OF GOODS OR SERVICES OVER R500 000 (INCLUDING ALL APPLICABLE TAXES)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Envisaged Project to be undertaken in line with the Business / Operational Plan** | **Envisaged date of the Project** | **Estimated value of the Project (including all applicable taxes)** | **Envisaged goods/service required to implement the project** | **Envisaged date of submission of RLSO1 procurement needs to SCM** | **Envisaged date of creation of a Purchase Order (PO)** | **Close of Project (RLSO2 Submitted to SCM** |
| *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |
| *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |

### PROCUREMENT PLANS (UNDER R500K)

**SCHEDULE OF PROCUREMENT PLAN IN RESPECT OF PROCUREMENT OF GOODS OR SERVICES LESS THAN R500 000 (INCLUDING ALL APPLICABLE TAXES)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Envisaged Project to be undertaken in line with the Business / Operational Plan** | **Envisaged date of the Project** | **Estimated value of the Project (including all applicable taxes)** | **Envisaged goods/service required to implement the project** | **Envisaged date of submission of RLSO1 procurement needs to SCM** | **Envisaged date of creation of a Purchase Order (PO)** | **Close of Project (RLSO2 Submitted to SCM** |
| *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |
| *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* | *Unlimited Alpha-numeric characters to be added by end user* |

TRANSVERSAL SYSTEM FUNCTIONALITY REQUIRED:

* The system must ensure that INPUTS AND AMENDMENTS by the end user can be viewed and approved by the immediate supervisor.
* The system must include a functionality whereby the various end users / supervisors etc. receive prompts / notifications / alerts that there is information on the system that they need to respond to e.g. information pending approval and/or revisions that the supervisor requires the end user to implement etc. This functionality must allow for the end user / supervisor to make comments etc. – use the track changes functionality in MS Word as the mechanism that the supervisor wants to use to communicate the required changes in the SG

For the above functionality, the following icons could be inserted at various screens or at the end of the SP sub-module to allow for the necessary reviews and approvals by supervisors etc:

APPROVED BY SUPERVISOR PENDING SUPERVISOR APPROVAL DECLINED BY SUPERVISOR PENDING END USER REVISIONS