

HR CONNECT PHASES 2 and 3 Roll-out Programme

The following programme outlines the deliverables and dates scheduled to ensure HR CONNECT Phases 2 and 3 runs smoothly. Different people are required for the various deliverables of the project. The groups of people that need to be identified participate should come from the following functional areas in your organisation. Their participation in the programme have been colour coded for ease of reference.

| Area of Responsibility / Expertise | Number of People |
|--|---------------------------|
| Organisation structure and post/competence profiles | 3 |
| PERSAL Operators (Trained on PERSAL, but might need further training) | 2 |
| Supervisors in the Department - it is suggested that the supervisors need to be discussed, but could | Identified per Department |
| Data Capturers responsible to capture survey forms in Departments | 2 |
| Super Users are HR Managers and Developers that are responsible for providing strategic direction | 2 |



| Programme | Date | Deliverables | People Requirements | Requirements |
|--|---------|--|---|--|
| Workshop 1: Organisation Structure | 10-Jun | Identify and define the functional organisation structure (Ministry, Branch, Chief Directorate, Directorate, Sub-Directorate, Division, Sub-Division, Unit, Section, Sub-section) per Department and their cascading relation to one another. The posts per structure element will be added at a next workshop. Hand out Generic Job Profiles for feedback at meeting of 18 Jun. | Three identified knowledgeable people on job functions/profiles that know and understand the Organisation, its structure and the functions of posts. | Structures (Branches, Directorates, etc) that are currently used listed from most senior to lowest structure elements. The names for each structure element and its relation to the structure directly above needs to be prepared. It is suggested that the actual organisation structure that best represent the current organisation profile, such as published on the web, reported against in Financial Report, submitted to MPSA in terms of PSMA or developed as result of Resolution 7 of 2002 be used for this process. The structure will be used to update PERSAL. |
| Follow-up meetings arranged with Sojan and Jurie per Department. | Ongoing | Clarify structure related issues on individual bases per Department. Alignment of Organisation Structure used in Departments and structure reflected on PERSAL. | Sojan and Jurie meets with Departments to clarify anomalies | Appointments need to be scheduled with Sojan and Jurie via e-mail: george@itaware.co.za, jurie@itaware.co.za.. |
| PERSAL Session 1 | 17-Jun | Refresh users on PERSAL system and start to update organisation structure. Ensure at least two people per Department have been capacitated to update and maintain the organisation structure on PERSAL. | Preferable two people already trained on PERSAL and at least one of the people that helped with the structure definition on the 10th. | SITA training venue and Technical support |
| Workshop 2: Organisation Structure | 20-Jun | Confirm complete structure per Department and populate structure with active posts. | PERSAL operators that attended the training on 17th and participants that have defined the structure on the 19th meet to discuss structure and requirements for finalisation. | Authorisation of structure problems need to be clarified during the meeting. |

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|--|-------------|---|--|--|
| Future Training to be confirmed | | Continue with training and update structure. | Two PERSAL operators per Department. One should be the PERSAL Controller. | Feedback from meeting on 20th. |
| Future Training to be confirmed | | Continue with training and update structure. Specific focus on ensuring codes are correct. | Two PERSAL operators per Department. One should be the PERSAL Controller. | As per post incumbent list. |
| Workshop 3: Competence Profile Generic Jobs | 18-Jun | Feedback and update on Generic job profiles and identification of Unique and New jobs. Commence process to define competence profiles of new and unique jobs.. | Knowledgeable people on job functions/profiles. | Feedback on generic Job profiles handed out at meeting of 10 Jun. Relevant information on unique and new jobs identified per Department. |
| Workshop 4: Competence Profile Unique and New Jobs | 24-Jun | Feedback and update Unique and New Profiles. | Knowledgeable people on job functions/profiles. | Discussions in Departments with relevant experts on detail of their jobs. |
| Workshop 5: Competence Profile Unique and New Jobs | 02-Jul | Consolidate job competence profiles | Knowledgeable people on job functions/profiles. | Discussions in Departments with relevant experts on detail of their jobs. |
| Meeting | 16-Jul | Confirm complete competence profile per Department and structure loaded on PERSAL. | Confirm content of competence profiles and discuss roll-out of survey forms. | PERSAL updates have to be completed and job profiles need to be related to specific posts. |
| Phase 2 Close-out meeting | 01-Aug | Skills profile feedback per Department. | Representatives from Departments. | |
| Workshops | 06-Aug | Capacitate Supervisors to conduct and/or oversee survey interviews | Supervisors per Department identified and allocated to workshop timeslot | Departments need to establish their need in terms of numbers. Arrangements for extra training will be based on the need per Department. |
| Workshops | 13-Aug | Capacitate Supervisors to conduct and/or oversee survey interviews | Supervisors per Department identified and allocated to workshop timeslot | Departments need to establish their need in terms of numbers. Arrangements for extra training will be based on the need per Department. |
| System Training: Capturers | 22-Aug | Capacitate Departments to capture Survey forms . | People dedicated to capture survey forms in Departments. | Computer Training centre |
| System Training: Super Users | 29-Aug | Capacitate Super Users in Departments to ensure system is maintained. | HR Managers responsible for strategic direction. | Computer Training centre |
| Departments are responsible to distribute and collect survey | | | | |
| Survey forms returned | 19-Sep | Forms returned and captured by IT Aware. 10% of forms need to be captured by the capturers trained on 22 Aug as proof that skills transfer took place. | Data capturers | Access to central system |
| Data analysis and report | Week 22 Sep | Information received on survey forms related to job profiles to create post profiles and personal profiles. Profiles used for compilation of skills audit report. | Researchers from IT Aware | Survey forms had to be returned and captured. |
| Phase 3 Close-out | 30-Sep | Feedback on skills audit per Department | Department Representatives | |