

bokgabane

botoka le botoka – better and better

from the Royal Bafokeng Operations Room

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PROJECT SPOTLIGHT

FEATURED PROJECT

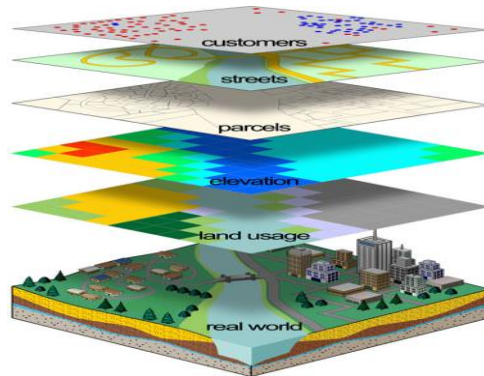
GIS Awareness Project

Project manager: Tumelo Dikutle

The RBN GIS (Geographic Information System) is a computer based geographical information system capable of capturing, validating, storing, managing, querying, modelling and outputting spatially referenced data. GIS is utilised for specific projects by a department or by an organisation as a whole.

GIS integrates information in a way that helps us understand, and find solutions to, problems. Data about real world objects is stored in a database and dynamically linked to an onscreen map, which displays graphics representing these objects. When the data installed in the database changes, the map is automatically updated to reflect these changes. In general, people use GIS for four main purposes: data creation, data display, analysis and output. Someone using GIS can display objects according to data in their database.

Utilisation of the GIS was introduced to the Royal Bafokeng Nation's (RBN) various institutions and departments earlier this year. However, not all employees are fully aware of the advantages of using this system. In an attempt to remedy this situation, activities like the GIS awareness project, showcasing the system in various RBN publications and employee training have been put in place in order to instil a culture of utilisation of the system within the organisation. This system, if utilised properly, will greatly improve the management and storage of data.



Since the RBN has uniquely diverse operations, each department can use the system in correlation with their scope of work. To highlight a few: The Security Company could, for example, study crime patterns to intelligently deploy personnel or to monitor the effectiveness of a neighbourhood watch programme; the Health and Social Services institution can plan relief facilities by modelling demand and accessibility; an environmental officer can monitor water quality to protect public or community health; the Infrastructure Company can plot and plan which villages need infrastructure development; and the ICT department can monitor existing fibre cable or telephone cable infrastructure and make future plans.

Effective use of the GIS will not only benefit the RBN institutions, but also the community by improving project and programme delivery. Specifically, it could lead to cost savings in terms of carrying out the objective of a particular project or programme, it can improve decision making capacity regarding the regions within the RBN, and it could improve communication and geographic information keeping.

There are many benefits associated with the utilisation of the GIS. It is of utmost importance and necessity that the GIS be integrated into the organisation in order to avail the necessary means to make the work of the employees more effective and efficient.

FEATURED PROGRAMME

Intermediate Netball

Project manager: Ezekiel Seabelo

In 2007, the Royal Bafokeng Sports (RBS) institution was mandated to develop and oversee five sporting codes, namely, Football, Netball, Rugby, Martial arts and Athletics. Basketball was added to this mandate in May 2011. Since its inception, RBS have effectively increased participation in these sporting codes from 10 000 to 25 000 individuals across the RBN schools and villages.

At first, RBS offered after-school sporting programmes in the villages. Their focus now has shifted substantially to offering after school programmes on school premises. This contributed significantly towards achieving RBS' goal of involving 25 000 school going children participating in sport and physical activities.

Netball is a ball sport played by two teams of seven players. It was first played in England in the early 1890s, and it is most popular in commonwealth nations, particularly in schools, and is predominantly played by women.

The Intermediate Netball programme currently involves 44 schools, with a total of 25 teams and 1200 players. The objective of this programme is to encourage the participation of children and youth in sports, specifically Netball, and to recruit and develop coaching staff. This objective is achieved through the identification of talent in all Bafokeng schools and the development of children that possess sport skills. In addition, RBS ensures annual affiliation of sporting clubs with the relevant sports bodies, conducts awareness and trial sessions, arranges participation in sporting tournaments, and ensures the implementation of skills development programmes and the employment of skilled coaches.

It is very important to ensure both national and, if possible, international exposure to rouse interest and get participants excited about the sport. Recently the Bafokeng Netball Association (BNA) participated in the Spar National Netball Championship. There were 49 regions from various provinces who took part in the tournament. Two BNA teams participated in the B and C sections of this championship. They played matches against teams from regions such as Gauteng North, Nelson Mandela Bay, Vhembe and Western Province. The BNA team participating in the B section was crowned 'The champions of 2012' and were awarded the gold medal and a floating trophy.



The Intermediate Netball programme does not solely focus its efforts on training participants to play netball; it is also about transferring netball coaching skills to aspiring coaches in the RBN. A programme known as 'Train the Trainer' was implemented as part of the Intermediate netball programme earlier this year. The purpose of this programme is to welcome new coaches from within the RBN and teach them the fundamentals of coaching netball. There are currently 30 aspiring coaches, some as volunteers, involved in this programme. Credit should go to Mme Mpho Sello, from Luka village, the head coach for netball, who was given the opportunity and responsibility of facilitating the 'Train the Trainer' programme. RBS hopes that this initiative will ensure the continuation and sustainability of the programme by transferring skills to the younger generations.

PROGRAMME MANAGER OF THE MONTH: Moses Maithufi

- **When Did you join RBA**

- *I joined RBA on the 3rd of May 2010 as a Media volunteer during the World Cup. I officially became part of RBA on 20 September 2011 as an Administrator, but I am currently employed as a Personal Assistant to the RBN OPMO Executive.*

- **What is your Key role in the Royal Bafokeng Administration and specifically in your department?**

- *My key role is to support the RBN OPMO Executive, currently the Acting Chief of Staff, in planning, organizing, administering and monitoring all her internal and external relations.*
- *I also assist OPMO management in ensuring that the department is managed according to best business practices. Specifically, I ensure that the RBN Events Calendar is updated in the OPMO system and I administer all procurement processes in the department.*



- **In your opinion do you feel that the RBN Events Calendar adds value to the governance of RBN events and meetings?**

- *It does add value; RBN Events Calendar does not only have events schedules, it is a document archive for all event-supporting documents which may be needed in future by, for example, Auditors, Executives or any other interested party.*

- **What are some of the challenges you have experienced in terms of compliance and cooperation from other staff members regarding submission of supporting documents for events and meetings?**

- *The greatest challenge is that people do not send through supporting documents as soon as the documents are ready, but they rather prefer to send all the documents for the past month at once. This results in an administrative nightmare when trying to link events/meetings to the appropriate supporting documents and trying to identify which events have been omitted. In instances where documents are not submitted and I am also not informed why the documents are not submitted those events will reflect RED on the system and on the OPMO Monthly Report.*

- **Can you briefly explain to the readers why the MPS is important and why submission of supporting documents for events and meetings in the MPS is important for the organisation and for them too?**

- *We all need to plan and manage our time effectively and efficiently to achieve our goals. The RBN Events Calendar does that for us; Institutions and departments plan and register their future events for the next year or even longer. After each event the status of the event has to be updated on the system and, at the end of a given period, the Institution or department can review, cancel or modify their events to suit their needs.*

- **What advice would you like to give other administrators in terms of time management and managing the events calendar?**
 - *As I always say at our forum meetings: please add Moses Maithufi to your departmental or Institution email distribution list so that I can receive the copy of the minutes or supporting documents for the events immediately after approval.*
 - *Each administrator should access the RBN Events Calendar in order to view the status of their Department or Institution's events status on a daily basis and assist in sending support documents where necessary.*
 - *Let's work together to save time.*

PROJECT MANAGEMENT CORNER:

What is a “Report”?

A report is a textual work (usually of writing, speech, television, or film) made with the specific intention of relaying information or recounting certain events in a widely presentable form.

Written reports are documents which present focused, salient content to a specific audience. Reports are often used to display the result of an experiment, investigation, or inquiry. The audience may be public or private, an individual or the public in general. Reports are used in government, business, education, science, and other fields.

Reports use features such as graphics, images, voice, or specialized vocabulary in order to persuade that specific audience to undertake an action.

Some examples of reports are: scientific reports, recommendation reports, white papers, annual reports, auditor's-, workplace-, census-, trip-, progress-, investigative-, budget-, policy-, demographic-, credit-, appraisal-, inspection-, and military -reports, etc.

Reports are very important in all their various forms. They fill a vast array of critical needs for many of society's important organizations. Reports are a very useful method for keeping track of important information. The information contained in reports is used to make very important decisions that affect our lives daily.

Most project managers have to regularly complete so called 'Project Status Reports' for their stakeholders. The RBN's Manage-by-Projects/Programmes System (MPS) features a version of a Project Status report called a DOT Report. RBN project managers can use this online report to provide feedback to all stakeholders, including, managers, funders, traditional leaders, contractors, community members, etc.

www.rbnoperationsroom.com

Web traffic on the Operations Room website:

Month	Site visits	% New visits	Average time on site	Average pages per visit
September 2012	1300 visits from 50 countries (1101 – SA; 21 – US; 14 – India) 668 unique visits	41.15%	00:05:44	3.41
August 2012	2047 visits from 45 countries (1791 – SA; 33 – US; 18 – India) 836 unique visits	32.44%	00:04:51	2.90
July 2012	1614 visits from 47 countries (1289 – SA; 29 – US; 20 – India) 732 unique visits	36.49%	00:03:51	2.72

Bokgabane Quiz:

Have a go at the Bokgabane Quiz! Three winners will be randomly selected from the correct responses.

1. Name one of the ways utilised by the Development Planning department to create a culture of utilizing GIS within the organisation?
2. Which championship did the BNA recently participate in?
3. What was Moses' job title when he first joined RBA in 2010?

Last month's winners: Please come to collect your prizes from the OPMO.

Congratulations to:

1. Tebogo Nke
2. Keitumetse Seane
3. Grace Molotsi

BOKGABANE:

Publication of the RBN OPMO

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**Please send your answers, queries and/or comments on Bokgabane to the OPMO
at pmo@bafokeng.com**