

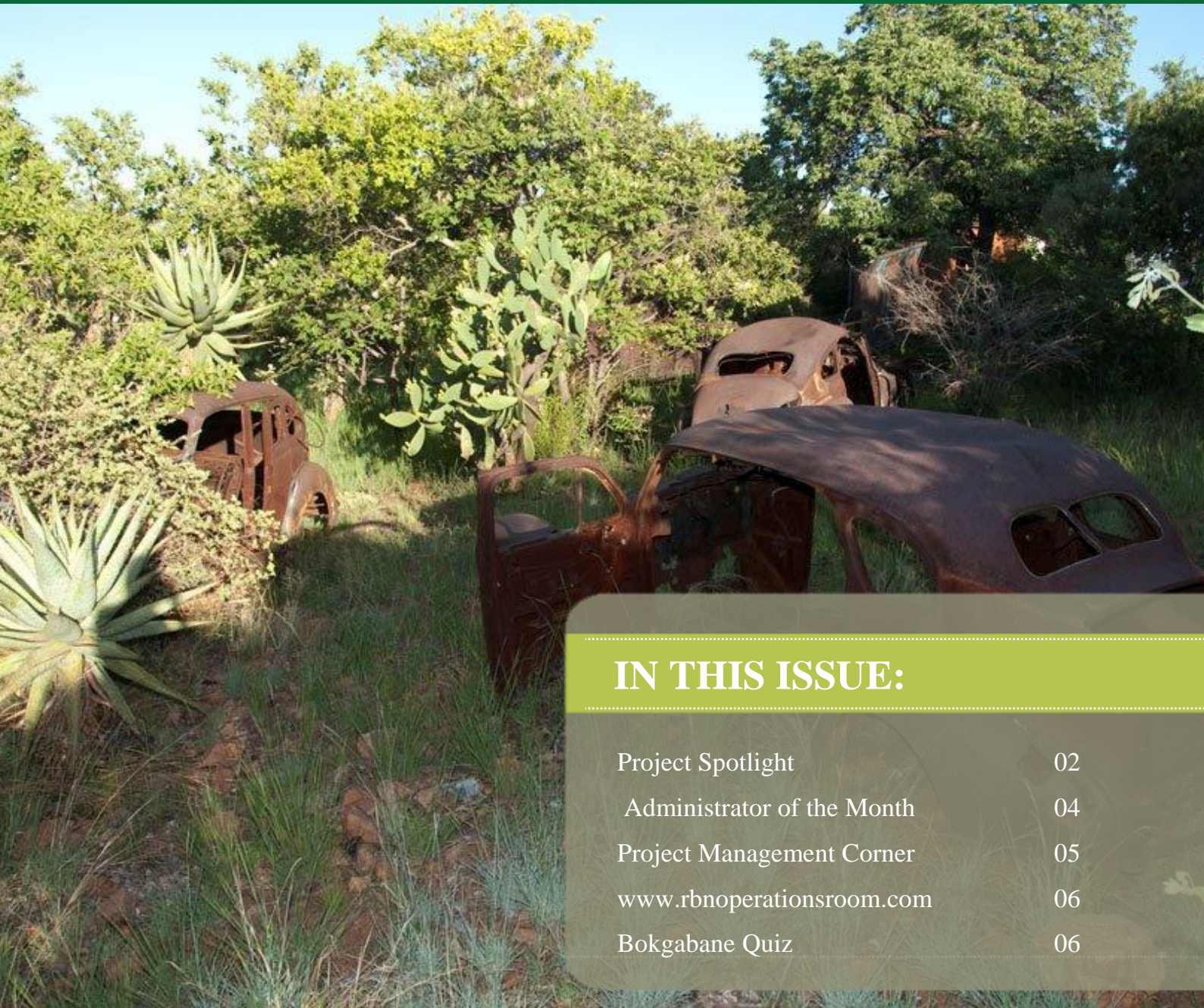
bokgabane

botoka le botoka – better and better

from the Royal Bafokeng Operations Room

December 2012

Issue 3 • Volume 12



IN THIS ISSUE:

Project Spotlight	02
Administrator of the Month	04
Project Management Corner	05
www.rbnoperationsroom.com	06
Bokgabane Quiz	06

PROJECT SPOTLIGHT

FEATURED PROJECT

Oral History Collection

Project manager: Khumo Molobye

The RBN, through the Research and Knowledge Management department, identified the importance of collating oral accounts of the Royal Bafokeng Nation's history and heritage. This would make evidence of the RBN's past accessible to all in a central location and preserve the knowledge as most of it was never previously recorded.



The Oral history project aims to use the new (technology) to preserve the old (history) that shaped the communal identity of the RBN. The collection process entails going out to villages and identifying people, mostly from the older generations, who have tacit knowledge of the RBN and its history. Upon agreeing to be recorded, interviews are conducted using either video or audio recorders with a set list of questions asked of each respondent. The questions are customised depending on the knowledge a particular interviewee has. The questions range from those pertaining to the governance and leadership style of previous Bafokeng kings, the heritage route and/or heritage sites, land acquisitions and conflict resolution management all the way to language, traditional attire, traditional cuisine and art. Essentially every single piece of information about the Bafokeng is recorded.

Once the interviews are done, content appraisal takes place. This entails a process of going through all interviews, using the selection policy and archival standards, sifting relevant information and uploading it onto the Bafokeng Digital Archive where the records become publicly available.

The benefit of this exercise will largely be experienced in the education, legal, communications and governance sectors. In education, for example, children are continuously taught about RBN history using audio/visual formats—of which the archive will now form a part. The legal, governance and land departments benefit in cases where only oral evidence is available in conflict resolutions and legal proceedings. The Central Communications department can also use these recordings to emphasise why certain processes are still being applied today that were practised by previous generations and play them at Kgotha-kgothe or community gatherings. Furthermore, since these histories cover almost all facets of living in the RBN, they could be used to advise the RBN leadership on resolutions and decision-making.

The most important stakeholder of the oral history project is Morafe, since they are the ones who will not only provide the data but also be the primary users of the data once it is made available on the website. The RBN entities are all stakeholders as well, as they too will benefit from the project in various ways. Ten members from the Bafokeng youth are trained in oral history collection and will be conducting the interviews. In addition, the larger research community will have an opportunity to contribute to the



information that the interviewees will be providing; encouraging interaction between the Research and Knowledge Management department, the RBN and other researchers.

The Oral History project is currently in its execution phase and serves as the pilot/implementation project for the programme that will be rolled out in 2013. The Bafokeng Digital Archive can be accessed on: www.bafokeng.com/archive.

PROJECT SPOTLIGHT

FEATURED PROJECT

RBN Employee Wellness Day

Project manager: Meisie Mabothe

The RBN and all its institutions and departments believe that the wellbeing, health and happiness of its employees are essential to the efficient delivery of services to the nation. As Chairman and CEO of Renault and Nissan, Carlos Ghosn, said: “Employees are your most valuable assets. They are the heart and guts of a company.”



According to “Wellness in the Workplace”, a research paper from the OptumHealth Culture of Health Institute, 85% of surveyed employers considered wellness “...a vital part of their benefits mix”. These employers view wellness programs as an opportunity to maximize health and productivity, reduce sick leave claims, and improve employee morale”.

To this end, the RBN Employee Wellness Day was held on 26 October 2012 at the Bafokeng Sports Campus next to the Royal Marang hotel. All employees from the Royal Bafokeng Central Administration, Royal Bafokeng Sports, Royal Bafokeng Economic Development, Royal Bafokeng Health and Social Development Services (RBHSDS), Royal Bafokeng Institute, Royal Bafokeng Holdings, Lebone II School, InfraCo and Protective Services were invited to the event.

The employees were given a healthy breakfast and a goody bag that included a T-shirt, health leaflets, water, condoms and a nutritional snack bar. Magalies Water, Impala mine, Old Mutual, Herbal Life and various medical professionals all erected stalls at the event and took part in rendering health care services to RBN employees. Each person had the opportunity to receive voluntary HIV and AIDS counselling and testing, cancer screening, social services, lifestyle modification advice, dental screening and eye testing.



The day got underway with a 3km fun walk. Employees were separated into three age groups; 20 – 29, 30 – 39 and the over 40's. An EMRS team was on standby to assist with medical care during the walk. Other activities included aerobics, soccer and inflatable sports such as an obstacle course and soccer game.

RBHSDS and the Central Administration Human Resources department believe that wellness days like this could improve

employee health, alertness and general wellbeing—hopefully resulting in fewer injuries and sick days. In addition, it could also improve morale, attitude and the sense of belonging—in the end resulting in a happier and more productive workforce.



ADMINISTRATOR OF THE MONTH: Mary Makgale

- **When did you join RBA?**
 - *I started working in 1996*
- **What is your role in your department?**
 - *I work as an Office Assistant.*
- **What is it that you find most rewarding about your job?**
 - *My job assists in grooming me to be a responsible person, gives me exposure to the business environment as well as affording me the opportunity to meet people with different behaviours, solving their problems and dealing with difficult clients.*
- **How do you think the RBN Events Calendar adds to your work?**
 - *Responsibility and punctuality.*
- **What advise can you give to other administrators about the events calendar and managing programmes on the MPS?**
 - *I would like to say to them that they must keep on updating your events calendar and always inform the OPMO office if the event on the programme you have registered has not occurred.*



PROJECT MANAGEMENT CORNER:

What is a “Project”?

According to the Project Management Institute (PMI), a project is any work that happens only once, has a clear beginning and end, and is intended to create a unique product or knowledge. It may involve only one person, or thousands. It may last several days, or many years. It may be undertaken by a single organization, or by an alliance of several stakeholders. A project may be as simple as organizing a one-day event or as complex as constructing a dam on a river.

Henry Gantt, famous for his use of the Gantt chart as a project management tool, had the following to say about project management:

- Many problems experienced on projects could have been avoided or lessened by developing a detailed project plan at the outset.
- Allow sufficient time to get agreement on the plan - especially given different stakeholders. Remember that others have timetables that may not correspond to yours. Don't underestimate the amount of time this will take.
- When you've finished your Activities chart, look at it objectively. Does it capture everything you need to do? Is it logical and easy to read? If not, rework it so that it becomes a meaningful tool. Getting the Activities chart designed properly will save you hours of effort later on.

The OPMO system, www.rbnoperationsroom.com, is a project management tool that assists and guides project managers

 www.rbnoperationsroom.com

Web traffic on the Operations Room website:

Month	Site visits	% New visits	Average time on site	Average pages per visit
November 2012	1951 visits from 51 countries (1567 – SA; 61 – US; 16 – Germany) 806 unique visits	33.83%	00:04:59	2.83
October 2012	1805 visits from 60 countries (1475 – SA; 39 – US; 18 – India) 838 unique visits	38.06%	00:04:42	2.90
September 2012	1300 visits from 50 countries (1101 – SA; 21 – US; 14 – India) 668 unique visits	41.15%	00:05:44	3.41

➤ Bokgabane Quiz:

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

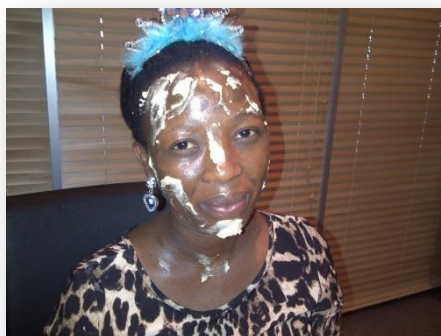
1. How is information collected for the Oral History Collection project?
2. Where and when was the RBN Employee Wellness day held?
3. By doing what does Henry Gantt believe many problems on projects could be avoided?

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

Congratulations to:

1. Kabaro Neswiswa
2. Gabriel Seabelo
3. Ogodiseng Letlape

The OPMO's Nkagiseng Tuge gave birth to a healthy 2,5kg little boy, called Tshiamo, on the 3rd of December 2012. Nkagi, we wish you and Tshiamo all the joy, happiness and prosperity you deserve! Enjoy your time off and come back refreshed and invigorated.



Nkagiseng suffered at the hands of the cake fairies during her baby shower

BOKGABANE:

Publication of the RBN OPMO

EDITOR

Dr Elmie Castleman

PRODUCTION COORDINATOR & PUBLISHER

Jean Slabbert

FLOATING PRODUCTION MANAGER

Lebogang Kgongwana

SUB-EDITOR

Andrea Jordaan

PHOTOGRAPHER

Lebogang Bogopane and Patricia Mosito

THIS MONTH'S CORRESPONDENTS

Khumo Moloby, Meisie Mabothe and Mary Makgale

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