

# bokgabane

*botoka le botoka – better and better*

From the Royal Bafokeng Operations Room

May 2013

Issue 4 • Volume 5



## IN THIS ISSUE:

Project spotlight	2
Event/Calendar Administrator of the month	4
Project management corner	5
<a href="http://www.rbnoperationsroom.com">www.rbnoperationsroom.com</a>	5
Bokgabane Quiz	6

## PROJECT SPOTLIGHT

### FEATURED PROJECT

#### Makgotlha move for health

**Project manager: Gertrude Kodisang**

The RBN's Health Social Development Services (HSDS) department attempts to ensure that every Mofokeng has access to professional health services in order to achieve the best possible health outcomes. Their strategy for the achievement of this goal can be broken down as follows: primary health care outreach/campaigns, gaining entry to the care system, accessing health care locations, where needed services are provided and health care providers found whom the patient can communicate with and trust.

It is hoped that this closer engagement with the community will help prolong life and prevent illness. The focus will be on reducing child and maternal illness through methods such as immunisation; Healthy living, such as exercising and eating healthily; early warning signs and symptoms of diseases; Preventive measures, such as not taking illegal substances; Marketing and popularising other services that are not familiar to the community such as circumcision, pap smears, etc. Throughout the sessions all those present will be asked to give suggestions on how service delivery can be improved in clinics, and whether there are topics they would like to know more about. To date, ten *Makgotlas* have been visited.

The only issue encountered at this stage was poor communication. The message of an impending visit would be communicated to a particular *Lekgotla* and when health promoters arrived at the venue, they were denied access. The matter was easily resolved though, by simply making another appointment for the next meeting and moving on to the next *Lekgotla*.

It is hoped that this closer engagement with the community will help prevent illness and prolong life.

The Institute of Medicine (IOM) has defined quality of health care as "the degree to which health services for individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge". HSDS believes that this project will not only improve the quality of health care in the RBN, but also increase awareness and access to facilities and services.





## PROJECT SPOTLIGHT

### COMPLETED PROJECT

#### Collection/Crush pen 2013

**Project manager:** Gillian Senne

In the construction of handling facilities for livestock, the objective of the facility must be taken into account. The handling facility for commercial cattle will possibly differ from that of a stud-farm and definitely from that of a feedlot. In a well-designed handling facility, animals can be gathered, sorted and controlled safely. Depending on the size and type of facility, there are basically five essential components to a well-designed facility; they are, sorting pens, crush passages, working areas, the loading platform and the crush pens.



The Royal Bafokeng Nation's (RBN) Agricultural department identified a need for handling facilities for use by RBN farmers. As a result, the Collection/Crush pen 2013 project was born. The scope of this project is to create an enabling environment to Bafokeng livestock/cattle farmers by erecting twelve crush pens for livestock in their grazing areas. The project started on 19 April 2013, subsequent to the appointment of the contractors, and is expected to end on the 3<sup>rd</sup> of May 2013 when the handover of the twelve new crush pens will take place. The benefiting farmers are from farms around Phokeng, Chaneng, Kopman (Maile) and Luka. The crush pens can be used for various activities such as loading and off-loading of animals onto trucks to take to market, branding, vaccinations, dehorning and sorting.



One of the stakeholders to the project is the contractors who are expected to provide the crush pens according to the scope of work, within the deadlines and quality expectations. Providing these contractors with incorrect specifications was identified as a risk to the project. If the crush pens are not correctly described, they might not meet the needs of various farmers since grazing areas are shared by a number of farmers.

The crush pens will be constructed with steel to ensure durability. The farmers were informed of the facilities that will be erected in their grazing areas. Upon completion, the crush pens will be handed over to the farmers of each grazing area in order to ensure usage by farmers under the supervision of RBN Agriculture department.

## ➤ Event Calendar Administrator of the MONTH: Tsholofelo Ncube

- **What is your key role at the Royal Bafokeng Institute?**

- *I am working in the RBI PMO and my role is to ensure and monitor that RBI projects and programme information is updated on the MPS on a monthly basis by facilitating meetings with the different project managers*
- *I am also responsible for the Events calendar of the RBI meetings. I ensure that minutes of meetings that took place and memos of meetings that did not take place are loaded on the MPS to avoid red flags.*

- **How long have you been working for the organization?**

- *I joined RBI in January 2010 as an intern. I officially became part of RBI in January 2011 as an administrator. I am currently employed as the RBI PMO Technical Liaison Officer. That makes it 3 years now.*

- **What are the skills, techniques and/or philosophies that you possess that make you successful in what you do?**

- *This is more administrative work and I have an Admin qualification. The work also requires patience and team work, because I have to regularly meet with people and make reminders.*

- **What are some of the challenges you have experienced in completing your daily activities and how do you deal with them?**

- *Delay in the updating of projects and programmes and late submission of minutes. Some departments do not update or submit minutes until the last day before the OPMO report gets prepared. It affects the organisational performance as a whole and the OPMO cannot perform to the best of its abilities as it works with the information submitted.*
- *I always emphasize the importance of submitting documents early and updating programmes on time.*

- **You're in charge of managing the RBI events on the RBN Events Calendar; do you think the calendar adds value to the organisation as a whole?**

- *Yes, it adds value because departments are forced to meet, communicate and discuss issues within their departments. This promotes transparency in an organisation.*

- **What advice would you give to other administrators in terms of time management and managing the Events Calendar?**

- *The Events calendar is one of the most powerful tools in the MPS and sometimes it's difficult to manage it because supporting documents are not always submitted on time and as a result we work under pressure. So there are lots of challenges faced. But I think if we can plan ahead and manage our time then, effectiveness and efficiency will be our thing.*



## PROJECT MANAGEMENT CORNER:

### What does a “Failing Project” look like?

Some major signs to look for include:

- varying opinions on the project’s objectives
- unhappy stakeholders who voice regular criticism
- no desire for the end product
- delayed decisions from the stakeholders that result in missed deadlines
- failing to close life cycle phases properly
- high tension meetings with stakeholders and team members
- failure in progress reporting
- having to work excessive hours with heavy workloads
- poor, unclear milestones

From the [ProjectManagers.Net](http://ProjectManagers.Net)

## [www.rbnoperationsroom.com](http://www.rbnoperationsroom.com)

Web traffic on the Operations Room website:

Month	Site visits	% New visits	Average time on site	Average pages per visit
April 2013	2377 visits from 53 countries (1833 – SA; 54 – US; 26 – UK) 1155 unique visitors	41.23%	00:04:08	2.61
March 2013	1995 visits from 53 countries (1491 – SA; 60 – US; 27 – UK) 974 unique visitors	41.15%	00:04:17	2.60
February 2013	1940 visits from 44 countries (1515 – SA; 43 – US; 22 – UK) 865 unique visitors	37.11%	00:05:03	2.87

## BokgabaneQuiz:

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

1. What is the name of the project featured on the Bokgabane newsletter form HSDS?
2. How many crush pens will be erected?
3. What is Tsholofelo's current designation and when did she join RBI?

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

Congratulations to:

1. Ezzy Seabelo
2. Dikeledi Petlele
3. Gabriel Seabelo

**BOKGABANE:**

Publication of the RBN OPMO

**EDITOR**

Dr Elmie Castleman

**PRODUCTION COORDINATOR & PUBLISHER**

Jean Slabbert

**FLOATING PRODUCTION MANAGER**

Nkagiseng Tuge

**SUB-EDITOR**

Andrea Jordaan

**PHOTOGRAPHER**

Patricia Mosito

**THIS MONTH'S CORRESPONDENTS**

Gillian Senne, Tsholofelo Ncube and Gertrude Kodisang

**Please send your answers, queries and/or comments on Bokgabane to the OPMO at [pmo@bafokeng.com](mailto:pmo@bafokeng.com)**