

# bokgabane

*botoka le botoka – better and better*

from THE ROYAL BAFOKENG Operations Room

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# PROJECT SPOTLIGHT

## 2010 COMPLETED PROJECTS

In an attempt to not only celebrate the achievements of 2010, but also to improve and learn from experience gained, the PMO saw it fit to compile this special edition of the Bokgabane in order to reflect on the successes and lessons learnt from 2010. James Levin famously said: "Follow effective action with quiet reflection; and from the quiet reflection will come even more effective action."

Each entity or department with projects completed in 2010 is featured below. Specifically, three projects per entity/department are discussed briefly with the remainder of the completed projects listed per department.

### Royal Bafokeng Administration (RBA)

Entity Head: Aubrey Diswai

**1. Construction of the Lebone 2 School (Pat King)**

Original scope: Construction of a new school for the Royal Bafokeng Nation consisting of the following: A foundation School, an Intermediate School, and a High School by July 2010.

Comment: The construction was only 66 days late and the project showed an overall savings of 18.43% - a tremendous achievement for a project of this magnitude.

**2. Construction and upgrading of roads and storm water in Kgale and Lefaragatlhe (Lucaïn Paulik)**

Original scope: Kgale: Approximately 0.865km roads to be surfaced by the placing of 60mm interlocking block paving along with Fig. 8c kerbs and edge-beams. Lefaragatlhe: Road 1 which is approximately 1.122km will be surfaced by the placing of 60mm interlocking block paving along with Fig. 8c kerbs and edge-beams. Lefaragatlhe: Road 2 which is approximately 0.430km will be surfaced by the placing of 60mm interlocking block paving along with Fig. 8c kerbs and edge-beams.

Comment: The project was completed on time and within budget, providing more than three kilometres of surfaced roads and storm water drains to the affected areas.

**3. Construction Schools B: Additions to Thekwane secondary and Kanana primary (Lucaïn Paulik)**

Original scope: Construction of two-classroom blocks at Kanana Primary of approximately 130m<sup>2</sup> floor area; construction of staff-room at Thekwane Secondary of approximately 85m<sup>2</sup> floor area. To be completed by February 2010.

Comment: This project exceeded its budget with 11.87% and was delayed by 42 days due to additional work that was incorrectly excluded from the original bill of quantities.

**4. Construction and upgrade of Mfidikwe clinic (Lucaïn Paulik)**

**5. Construction and upgrade of Kanana clinic (Lucaïn Paulik)**

**6. Implementation of the Waste Management Program (Lucaïn Paulik)**

**7. Construction Schools A: Additions to Thethe and Bafokeng high schools (Lucaïn Paulik)**

**8. Construction Schools C: Additions to Mmanape high and Motsitle primary (Lucaïn Paulik)**

**9. Construction of Paved Roads and Storm water: Mafenya; Rasimone; Chaneng (Lucaïn Paulik)**

**10. Transfer of headquarters (Sonia Khunou)**

## Health and Social Development Services (HSDS)

Department Head: Dr Kebalepile Mokgethi

- 1. Establishment of OVC service in Macharora** (Gladys Pikanisi)  
Original scope: To facilitate community entry, identify all orphaned and vulnerable children as per criteria render, provide prescribed services and form a community child care forum in Macharora.  
Comment: The project was completed on time and was the first of four initiatives of this kind. The next villages to benefit will be Phokeng, Luka and Kanana.
- 2. Annual youth arts festival** (Gabriel Lenkwe)  
Original scope: To afford the Youth of Bafokeng in all 29 villages an opportunity to showcase their talent and creativity through music and dance, by organising an arts festival as a platform to this end. In addition, the festival will be used to share the history of Bafokeng with the Youth through the use of the Bafokeng Popular History Book and the Bafokeng documentary film.  
Comment: The event took place in Phokeng on the 24<sup>th</sup> of September 2010. The event proved to be a resounding success with a total number of 838 Bafokeng youths in attendance.
- 3. Marriage enrichment** (Selaelo Morotoba)  
Original scope: To enrich and develop marriage relationships and skills through seminars and couples counselling (married and courting) in all 5 RBN regions by December 2010.  
Comment: The project completed well within budget as fewer seminars, consultation sessions and presentations were held. In total three seminars were conducted, three consultation sessions and two presentations.
- 4. Youth conference** (Gabriel Lenkwe)
- 5. Information strategies for youth** (Gabriel Lenkwe)
- 6. Celebration of international day for older persons** (Mamakie Mothiba)
- 7. NGO seminar 2010** (Mamakie Mothiba)
- 8. 67 min of community work phase 1** (Mamakie Mothiba)
- 9. Capacity building for substance abuse frontline workers** (Selaelo Morotoba)
- 10. Youth programme (sub-project A- Teenagers)** (Selaelo Morotoba)
- 11. Health education for Royal Bafokeng (HERB) 2010** (Jeanette Sebopedi)
- 12. Health education** (Jeanette Sebopedi)
- 13. Immunisation** (Jeanette Sebopedi)

## Royal Bafokeng Enterprise Development (RBED)

Entity Head: Obakeng Khutsoane

- 1. Manufacturing of school uniforms initiative** (Zula Tlholoe)  
Original scope: To develop a feasibility study for manufacturing of school uniforms. Specifically, the project will include: appointment of a service provider to develop the feasibility study; engage the relevant stakeholders e.g. the Bafokeng Women's Club, Mmemogolo (Queen Mother) and presenting the feasibility study to Mmemogolo.  
Comment: The entire project budget was utilized but was delayed by 153 days due to project originator (consultant) delays.
- 2. Homestay Programme** (Sarah Manone)

Original scope: To establish a homestay programme in Phokeng with at least 300 registered beds, and to pilot the project with pre 2010 events, and sustain it beyond the 2010 FIFA World Cup.

Comment: Various scope additions caused a 275 day delay in the project and a 62.5% increase in budget, but the investments paid off. 166 individuals received training, of which 25 were Bafokeng, and return on investment (received by the homeowners) of 57% was achieved for the period of the World Cup alone.

**3. Products and Skills development: Arts and Crafters (Motlapele Tumagole)**

Original scope: To train six groups in technical skills and product development. Specifically, technical and production skills in weaving raw material preparation, including: Hand spinning, dyeing, technical weaving, and finishing cut, sewing and pattern making; products development, which entails technical assistance in creativity and designing products that is appealing to the market; access to markets; buyer lead identification and buyer outreach; and project management.

Comment: The project had a 14 day delay and used the entire budget allocated. Six different groups of individuals were trained and a large array of products and artefacts were created in the process.

**4. Calibration of Sprayers and Planters (Sarah Manone)**

**5. Sales and Marketing Training Course (Sarah Manone)**

**6. Nampo Show, Bothaville 20 May 2010 (Sarah Manone)**

**7. Training of food handlers (Caterers) in food preparation, handling and presentation (Zula Tlholoe)**

**8. Durban Tourism Indaba (Sarah Manone)**

**9. Hydroponic Farm (Motlapele Tumagole)**

**10. Entertainment Mapping (Sarah Manone)**

**11. Ananda Entertainment Park (Harvey Marole)**

## Royal Bafokeng Holdings (RBH)

Entity/Department Head: Niall Carroll

**1. World Cup Ticketing (Jessica Rees-Jones)**

Original scope: To purchase and distribute 8309 FIFA World Cup tickets (2487 to VIP guests; 240 to RBN executives; 5582 to Bafokeng people) and to host the guests at the various events by 16 July 2010.

Comment: Tickets were duly distributed and the hosting of guests at world cup events was a resounding success with positive feedback from many of the guests.

## Royal Bafokeng Institute (RBI)

Entity/Department Head: Ian Mclachlan

**1. School Feeding Scheme (Hlalela Mathonsi)**

Original scope: To expand the feeding scheme to feed all the approximately 25 000 learners who are enrolled in the 55 Royal Bafokeng and adopted schools by June 2011.

Comment: The project was concluded and is now run as programme managed on the Programmes section of the Operations Room website. The feeding scheme is continuously growing with more and more Bafokeng learners benefitting daily.

**2. EDC – Pre-School – Grade R** (Sean Tummer)

Original scope: To upgrade the early childhood development sector in the RBN by December 2010. The ECD project was started following concerns that children enter Grade R without adequate preparation. The ECD sector is grossly unregulated in the Bafokeng area and seemingly does not cater for the educational needs of young children. The aim of this project is hence to ensure that every 2-5 years old child in a Bafokeng Early Learning Centre (ELC) receives a holistic preparation for entry to Grade R at Primary school.

Comment: This was project completed with great success and is now continued as a programme, rolled out in January 2011.

**3. Maths Education** (Dave Ryan)

Original scope: To further develop and improve mathematics education in the RBN by 31 May 2010. Included in the project scope is, amongst others, provision of calculators to grade 12 pupils, provision of past paper booklets to grade 12s, mathematics winter schools, writing of mathematics text books, organising maths competitions, expert knowledge workshops and capacitating teachers.

Comment: This project has not reached its planned end date, but it too is continued as a programme which is hoped to ultimately produce improved results in mathematics in all Bafokeng schools.

**4. School Management – SMT** (Johannes Ramogori Masilo)

**5. Psychometric Assessment Programme** (Sean Tummer)

**6. RBI Science and Technology** (Susie Crossman)

**7. SGB Workshops on roles and functions** (Bashi Makgale)

**8. Numeracy in Primary schools** (Adel Hartley)

**9. School Management – Security** (Mantsoe Mmope)

**10. Expert Knowledge Workshop** (Dave Ryan)

**11. Monitoring and Evaluation Tool – Primary Schools Literacy** (Denise Kunstler)

**12. Internship 13<sup>th</sup> Year Programme** (Sean Tummer)

**13. Student Loan and Tertiary Support** (Jill Worth)

**14. The RBI PMO Establishment** (Ditiro Kwele)

**15. Technical, Vocational, Educational and Training** (Mkhulu Skhosana)

**16. Leadership Development** (Tshepiso Morei)

## Royal Bafokeng Sport (RBS)

Entity/Department Head: George Khunou

**1. Public Viewing Area (PVA)** (Lerato Motaung)

Original scope: To organise a public viewing event for the RBN to be staged at Tsitsing Stadium, so as to create a platform for local SMME's to participate and benefit in World Cup activities. To be organised for select matches during the course of the tournament.

Comment: In total 25 Bafokeng SMME's benefitted from this project as vendors, two as contractors and one as a supplier. In addition, 40 Bafokeng were employed as approximately 36 000 individuals attended the screenings at Tsitsing.

**2. Bafokeng Sports Academy** (Moss Ramatja)

Original scope: To implement a sports academy to identify talented soccer players within the Royal Bafokeng Nation and train them into becoming national and international stars whilst ensuring they are equipped academically.

Comment: The implementation of the Sports Academy project was completed on time and showed a savings of 0.86%. The Academy is now continued as a programme.

**3. Sporting Codes Development Plan (Ezzy Seabelo)**

Original scope: To implement Development Plan Sporting Codes: Soccer, Athletics, Martial Arts, Netball & Rugby in the RBN by December 2010; to ensure that every child has the opportunity to participate in physical education and after school sports; to grow the number of children participating in sports; and to provide a pathway for kids to reach their full sporting potential.

Comment: The project was completed on the projects side of the Operations Room system and is now continued as a programme. Participation in sport seems to be growing and these actual figures will be continually monitored and reported in the programmes section.

**4. Beautification Project (Lerato Motaung)**

**5. 2010 Activation/Community Involvement (Lerato Motaung)**

## Office of Kgosi (OoK)

Entity/Department Head: Kgosi Leruo Moletlegi

**1. RBN Operations Room (Phase 1) (Jean Slabbert)**

Original scope: To establish a virtual operations room where operational and strategic information on all RBN projects will be easily accessed for managing, monitoring and reporting purposes by December 2009.

Comment: The first phase of the virtual operations room was successfully created and rolled out through various training workshops facilitated by the PMO. Phase two of this project is currently underway and is planned for completion on 30 June 2011.

**2. RBN budget facilitation for 2011-2013 (Mothusi Mafatshe)**

Original scope: To facilitate budgets for RBN for 2011-2013 to guide on how RBN entities can spend for the three years through allocation of resources to achieve identified key focus area.

Comment: The project ended later than originally planned as a result of the due date for budget submission being extended. At the end of the day all RBN budgets were submitted and approved and entities are all aware of their allocated budgets for the three year budget cycle.

**3. Bafokeng 2010 Media Report (Martin Bekker)**

Original scope: To produce, within a short period of time, 500 copies for a high-quality and attractive reporting document, to be presented to internal and external stakeholders, chronicling the planning, strategies, execution and results of the Royal Bafokeng Nation's external communications team's effort to positively influence media coverage during the FIFA World Cup 2010 period, which is to serve as a reporting, record keeping and marketing document.

Comment: The media report was successfully compiled and reported to various stakeholders. The report is due to be included in the RBN 2010 World Cup book, due for release in April of this year.

**4. RBN Research Archive (Scoping) Royal Bafokeng Nation, November 2010 (Lerato Motaung)**

**5. Media Relations: News Room (Martin Bekker)**

**6. Media Relations: Bafokeng Sports Campus Media Launch (Refilwe Mushi)**

**7. Media Relations (Sue Cook)**

8. Bokgabane - PMO newsletter (Jean Slabbert)
9. PMO 2010 Training Workshops (Jean Slabbert)
10. Bafokeng Popular/Illustrated Book (Ben Mosiane)
11. 2010 FIFA World cup Economic impact study (Ben Mosiane)

## PROJECT MANAGER OF THE MONTH: Ezzy Seabelo

- **Describe your role in the RBS**
  - *Sports Director: Intermediate & Schools Competitions: Manage the Five Sporting codes: Athletics, Football, Netball, Martial Arts and Rugby (with the 6<sup>th</sup>, Basketball, in the pipeline). Establish relations and affiliate with Sports federations including South African Sports Confederation & Olympic Committee (SASCOC) for all children as well as senior teams. To provide sporting opportunity and skills transfer for children, youth and adults within Royal Bafokeng community and the other areas. Selection of players from mass participation to Intermediate and elite stages. Ensure that schools compete internally and participate in the local, provincial and national competitions.*
- **How long have you been working here?**
  - *Since 1 January 2007*
- **How many projects have you handled and how many are you working on so far?**
  - *Few projects including the Development of children into sporting culture, King's Cup, Fun Run/Walk, Cell C Soccer u/23 tournament, SA JKA National championships and internal competitions in all 5 codes. I am currently working on: SASCOC relations including Lotto funding, Intermediate athletes including structuring the Senior Teams and Schools competitions/leagues.*
- **What would be your advice to other Project Managers in managing projects and programmes across multiple sites (29 villages)?**
  - *I would encourage project managers to take action, set targets and meet deadlines. Most importantly is communicating effectively internally and externally. Do not be afraid to make mistakes.*
- **How do you think RBS projects (specifically yours) are making a difference for the RBN?**
  - *Job opportunities for the community as coaches, administrators and sports coordinators. Children active in sports leading to discipline, respect, healthy mind and body and improved schools performance. Future stars.eg U/12 soccer players now in the academy.*
- **What would you love to achieve with the RBN Sports structures?**
  - *Sporting community with self sustainability with health taking the lead.*
- **What are the challenges you face as a Project Manager?**
  - *Unreliable sources of information and financial constrains.*
- **Where do you see RBN sports in 5 years to come?**
  - *United community through sports and sporting stars flying our RBN flag high.*



- **How has the Project Management Office and Manage Project/Programmes System assisted you in managing your projects?**
  - *Projects are now exposed to all; there is a sense of working together for common goals in reaching Vision 2020. Monitoring and encouragement to successfully complete projects. This is very helpful; we just need to support the PMO fully.*
- **What are your views of MPS**
  - *Some people view this as policing, I see this as the best mechanism to instill the culture of working (get out of the hidden box and let see what you have got) Encourages communication, and eliminates selfishness and back stepping, which is my biggest concern in the RBN. MPS will definitely provide positive mind, performance and publicity.*

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**Web traffic on the Operations Room website:**

Month	Site visits	% New visits	Average time on site	Average pages per visit
February 2011	1539 visits from 24 countries (1443 – SA; 15 – US; 8 – UK) 501 unique visits	24.89%	00:06:57	4.39
January 2011	1161 visits from 24 countries (1076 – SA; 16 – US; 7 – UK) 374 unique visits	23.86%	00:05:55	4.18
December 2010	643 visits from 22 countries (560 – SA; 16 – UK; 7 – Singapore; ) 263 unique visits	32.19%	00:07:36	6.21



## PROJECT MANAGEMENT CORNER:

### A Project according to Wikipedia

A project is a temporary endeavour, having a defined beginning and end (usually constrained by date, but can be by funding or deliverables), undertaken to meet unique goals and objectives, usually to bring about beneficial change or added value. The temporary nature of projects stands in contrast to business as usual (or operations), which are repetitive, permanent or semi-permanent functional work to produce products or services. In practice, the management of these two systems is often found to be quite different, and as such requires the development of distinct technical skills and the adoption of separate management.

## Bokgabane Quiz:

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

1. Which entity was responsible for the construction of the new Lebone 2 school?
2. How many projects did HSDS complete in 2010 on the PMO system?
3. Which project of Ezzy Seabelo was completed in 2010 and is now continued as a programme?

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

Congratulations to:

1. Lebo Nkele
2. Tebogo Nke
3. Tshwanelo Makgala

**BOKGABANE:**

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