

bokgabane

botoka le botoka – better and better

from the Royal Bafokeng Operations Room

October 2011

Issue 2 • Volume 10



IN THIS ISSUE:

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

PROJECT SPOTLIGHT

FEATURED PROJECT

Classroom library Project

Project manager: Denise Kunstler

Access to libraries is an important way of helping to improve literacy rates. In South Africa, only 8% of public schools have functional libraries and these are almost entirely situated in Model C schools—13% of schools have a physical space for a library but no book collection, while 79% of schools have neither library space nor books. This means that a staggering 92% of schools in South Africa don't have a functional library.



Available literature material allows teachers to promote reading among children by reading to them and by facilitating interaction with books regularly. In an attempt to increase the availability of good reading material to RBN youth Zurich Insurance has funded the RBI Classroom Library Project.

The first phase of this project started on 1 March 2011 and is scheduled to end on 15 November 2011. The scope of this project is to equip all RBN primary schools with mobile classroom library units; stocked with appropriate reading material. Specifically, the scope includes the delivery of materials and equipment, training of teachers in the effective use of the libraries and its content, development of a monitoring and evaluation tool and to equip RBN schools with reading materials appropriate to every grade.

Every grade in all 29 Primary schools will receive reading units containing at least 100 books; this means the every primary school will receive more than 700 books; two high school and two middle schools will each receive libraries containing books and an audio visual unit. The libraries are made up of fictional and nonfictional books and, although the books are predominantly written in English, approximately 10% are written in Setswana. Distribution of the mobile libraries started in mid August with Matlhwane Primary School and is set to continue until mid November when all targeted schools would have received their libraries.



A lavish launch in the Capital region was recently held at Matlhwane Primary School and mini launches will be held in other schools. The launch was a resounding success with members of RBN staff, Dikgosana, Bakhuduthamaga, parents, teachers, parents and children in attendance.

The RBN and Zurich believe that the school libraries will play an important role in the development of the Bafokeng youth and the improvement in literacy levels. As Harry S. Truman famously said, "Not all readers are leaders, but all leaders are readers".

FEATURED PROGRAMME

The Employee Volunteering Food Drive

Program manager: Patience Sikwane

Our South Africa today is home to millions of destitute children, some in great need of love and care from “parent” figures, others barely surviving on grandparents’ pension grants, while most are living in child headed households. Wide-spread poverty and social exclusion, exacerbated by the HIV/AIDS pandemic, is the reason for these children’s plight. Statistics on the South African youth indicate that a staggering 1.2 million children are orphaned by HIV/AIDS; there are 250 000 individuals who are 19 years or under who already head their households and 10.2 million children under 18 years old who live in conditions of poverty and homelessness with no food security. The youth of the Royal Bafokeng Nation (RBN) face the same challenges.



As part of Mmemogolo’s birthday celebrations, the Public Affairs department embraced her mission of caring for needy families, by initiating a food drive within the organisation. The Employee Volunteering Food Drive ran from 18 July 2011 to 30 September 2011. Collection boxes were placed at every RBN entity’s and the rates offices with one box on every floor of the Phokeng Civic centre.

The project aim was to collect a total of 1 500 food items. The donated food items will be handed over to Mmemogolo; who will, in turn, deliver them to a charity of her choice. Orphans and vulnerable children within the RBN regions will benefit from the stockpiles of canned and non-perishable foods donated by RBN staff members.

One of the project risks’ was the non-participation of staff members; should this have occurred the project would have not achieved its aforementioned target. Thankfully this risk was not an issue at all, Di’Ntshang of 5 September 2011 reported that RBED had donated a bakkie load of groceries to this worthy cause and they did it again the following week.



According to the United Nations, 25 000 people worldwide die of hunger every day; that is one person every three and a half seconds. The Public Affairs department hopes that this initiative will assist in working towards making the Bafokeng an exception to these statistics and, in the process, encourage RBN employees to assist community members whenever they can, even when no one is watching. Corporate companies across the country and the world do it all time in the form of CSI projects, let us continue to do good in our community and start looking out for each other.

PROJECT MANAGER OF THE MONTH: Sonia Khunou

- **When did you join Safety and Security department and what is your role in department?**

- *I joined the department in 1997 as a Security officer, and my role now, is to ensure that the department's administrative support activities run smoothly by providing the support to HOD and Section's within the department and also to oversee the Support section.*

- **What skills do you possess that you believe set you apart as a project manager?**

- *Interpersonal skills and the ability to think analytically, which I believe drove me to see the bigger picture surrounding projects /programmes.*

- **What do you regard as the most important aspect of Project Management?**

- *Proper planning and Monitoring – are the most important aspects of Project Management because, if you are a Project Manager you need to put your plans together accordingly and monitor those plans after implementation in order to ensure that projects are in a healthy condition. Tend to risks, issues and the budget, and be able to track and address everything that could hamper your project development.*

- **What are some of the challenges you have experienced as a project manager and how did you manage these challenges?**

- *Protective Services is a different discipline whereby not everything that we do could be turned into project /programme, and it is very hard to finally say, this is a programme / project. Consultations with PMO did help me to overcome these challenges.*

- **Has the PMO's project management workshops helped you in managing your projects?**

- *Yes, because they have an open door policy to assist and to guide, and that is where one remembers every month to update all the programmes and projects registered.*

- **Do you have any words of advice for other projects managers?**

- *To all Project Managers, it is all up to you whether you want to prove yourself by doing the right thing at the right time. The PMO tool is for us; let us make use of it.*





Web traffic on the Operations Room website:

Month	Site visits	% New visits	Average time on site	Average pages per visit
September 2011	1738 visits from 46 countries (1536 – SA; 33 – US; 14 – UK) 724 unique visits	33.08%	00:05:16	3.53
August 2011	2364 visits from 56 countries (2123 – SA; 27 – UK; 28 – US) 902 unique visits	29.27%	00:04:20	3.08
July 2011	2972 visits from 35 countries (2709 – SA; 37 – US; 35 – UK) 888 unique visits	31.27%	00:03:54	3.10

PROJECT MANAGEMENT CORNER:

Project phases as on the MPS:

CONCEPT Determine project feasibility; should project proceed <ul style="list-style-type: none">• Project charter• Budget• Benefit analysis• S/H analysis• Risk analysis Submit to next phase – Approval HOE & SC	PLANNING Plan your work... <ul style="list-style-type: none">• My Project Team• Define Work Days• Milestones• WBS• Baseline Gantt Submit to next phase – Approval HOE	EXECUTION Work your plan... <ul style="list-style-type: none">• WBS• Scope changes• Risk management• Issue management• Document library• Contract management Submit to next phase	CLOSE OUT Report on project; lessons learnt and way forward <ul style="list-style-type: none">• Benefit analysis• Close out report Submit to next phase
---	--	---	---

Bokgabane Quiz:

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

1. What does Sonia Khunou regard as most important aspect of project management?
2. At which Primary school in Capital Region was a launch for the Classroom Library Project held?
3. How many units of food items are expected to be collected during the Employee volunteering food drive project?

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

Congratulations to:

1. Johnny Senne
2. Oageng Modise
3. Khumo Moloby

BOKGABANE:

Publication of the RBN PMO

EDITOR

Dr Elmie Castleman

PRODUCTION COORDINATOR & PUBLISHER

Jean Slabbert

FLOATING PRODUCTION MANAGER

Nkagiseng Tuge

SUB-EDITOR

Martin Bekker

PHOTOGRAPHER

Theron Rapoo

THIS MONTH'S CORRESPONDENTS

Patience Sikwane,
Sonia Khunou & Denise Kunstler

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