

bokgabane

botoka le botoka – better and better

from the Royal Bafokeng Operations Room

November 2011

Issue 2 • Volume 11



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

Furniture manufacturing Training

Project manager: Motlapele Tumagole

South Africa has an acute problem of unemployment and requires a multi-pronged strategy to raise the overall level of employment, to enhance inclusion and promote social cohesion. A general lack of skills is widely considered to be the most important contributing factor to this predicament. To this end, the Royal Bafokeng Enterprise Development (RBED) entity is mandated to offer individuals and budding entrepreneurs coaching, advice, training and assistance by facilitating access to markets and by providing various financing opportunities.



RBED entered into a service level agreement with the Furntech (Furniture Technology Centre) to train a group of individuals, who have expressed an interest in carpentry, in furniture manufacturing training. Furntech is one of South Africa's centres of excellence for the furniture industry and is regarded the first port of call for anyone looking for information on business incubation and/or skills development in this industry. The training programme was designed to focus on three specific areas; wood machining, cabinet making (level 2) and upholstery (level 2). In addition, attendees will receive business skills training to assist them in starting and maintaining their enterprises.

Ten people were chosen from the various RBN regions to undergo training. The purpose of the programme was to enable learners to start up and operate their own technologically advanced, sustainable businesses. Each learner was trained in manufacturing unit standards which includes application of healthy and safe working areas, complying with good housekeeping practices, reading and interpreting basic engineering drawings, performing breakout operations, produce sawn timber and board product components and products. Furthermore, they were introduced to wood finishing and were able to spray the products that they completed. The learners received business skills training, which equipped them with the basic understanding of starting, running and marketing a small business.

Furntech's training aims to train learners to be able to understand, apply and perform skills delivered to them. All learners were assessed and evaluated to determine if they will be able to plan and produce products as required.

RBED hopes that the skills acquired during the course of this project will allow its beneficiaries access to the furniture manufacturing industry and the opportunity to establish and sustain their own businesses.

COPLETED PROJECT

Heritage Day Celebration

Project manager: Gabriel Lenkwe

Desmond Tutu coined the phrase “Rainbow Nation” in reference to South Africa’s diverse cultures, customs, traditions, histories and languages—Heritage day, a South African public holiday celebrated annually on the 24th of September, is a day on which we celebrate and embrace this diversity. Various events are staged throughout the country in celebration hereof.

The Heritage day celebration project was planned and executed to recognize and preserve the memories of the Bafokeng people, nurture pride in Bafokeng culture, enhance community knowledge of Bafokeng heritage, and to promote the Bafokeng story to the outside world. The department of Health and Social Development Services took the responsibility of making this a day on the RBN calendar worth remembering. The event was successfully and lavishly celebrated at the Bafokeng conference centre.

Various traditional Tswana cultural activities were performed, including traditional music and dance. “Dipela tsa ga Kobokwe”, a group of traditional dancers from Botswana, were invited to entertain those present with their Batswana cultural dances. Elders from the community availed themselves to educate on the ancient modes of survival that the Batswana people used, to teach the history of the Bafokeng and to convey cultural words of wisdom to all those who attended.



The event was focused on the Bafokeng youth and aimed to afford them an opportunity to showcase their talent and creativity through music and dance.

When asked about the success of the day, attendees and performers alike responded positively and shared that Bafokeng history and heritage was accurately portrayed and admired by al.



PROJECT MANAGER OF THE MONTH: Nkgopoleng Nkele

- **What is your key role in the Royal Bafokeng Administration (RBA) and specifically in your department?**
 - *My job requires management of all functions within the CEO's office and Legal and Corporate department.*
- **Name a characteristic/s that you have that is necessary to be an exceptional administrator and elaborate on how this characteristic assists you in your day-to-day activities?**
 - *Characteristics include emotional intelligence, calmness, trustworthiness and loyalty*
 - *My day to day activities require me to have a certain level of the above qualities in order for me to execute my role effectively and efficiently.*
- **Do you feel the introduction of the RBN Events Calendar adds value to the governance of RBN events and meetings? If so, how does the organization benefit from it?**
 - *Yes, it does add value. One becomes aware of events taking place in the entire RBN, which keeps you abreast of activities. It also makes it easier to manage diaries at a departmental level.*
- **Do you have systems or process that you have created to assist you in managing the events calendar?**
 - *I have integrated the PMO events calendar into my exchange calendar to avoid conflict of appointments.*
- **How often do you log on to the system to view the events calendar?**
 - *I normally log on to the system three times a week unless a need arises for me to do it more often.*
- **What advice would you like to give other administrators in terms of time management and managing the events calendar?**
 - *Time management; work SMARTer (Specific, Measurable, Attainable, Realistic, and Time-bound) not harder and plan ahead.*
 - *Managing the events calendar; viewing the calendar as often as possible and communicate if there are any uncertainties.*





Web traffic on the Operations Room website:

Month	Site visits	% New visits	Average time on site	Average pages per visit
October 2011	1809 visits from 52 countries (2123 – SA; 30 – US; 22 – UK) 785 unique visits	32.61%	00:05:31	3.55
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

PROJECT MANAGEMENT CORNER:

Differences between Projects and Programmes

Projects	Programmes
Specified start and end date	Ongoing
Objectives written as milestones	Objectives
Once-off set of activities	Recurring activities
Detail planning e.g. Activity sheet (WBS) & Gantt chart	Objectives, KPAs and KPIs
A project gets completed	A programme is discontinued

Bokgabane Quiz:

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

1. In what does Furntech specialise?
2. What is the name of traditional dancers from Botswana who were invited to perform in Phokeng on Heritage day?
3. How often does Nkgopoleng log on to the MPS system?

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

Congratulations to:

1. Punny Tau
2. Lebo Nkele
3. Bashimane Modisakeng

BOKGABANE:

Publication of the RBN PMO

EDITOR

Dr Elmie Castleman

PRODUCTION COORDINATOR & PUBLISHER

Jean Slabbert

FLOATING PRODUCTION MANAGER

Ororiseng Mapeka

SUB-EDITOR

Martin Bekker

PHOTOGRAPHER

Theron Rapoo

THIS MONTH'S CORRESPONDENTS

Nkgopoleng Nkele, Gabriel Lenkwe & Motlapele Tumagole

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