MSCOA PROGRESS, UPDATE LOG AND TIMELINE : KAROO HOOGLAND MUNICIPALITY

UPDATED:	Thursday, June 1, 2017		
DATE	**DESCRIPTION OF ACTION**	**RESPONSIBLE PERSON**	**DUE DATE:**
2014	mSCOA Regulations tabled to Council in 2014		
	mSCOA Implementation Plan 2015/16 // Approved by Council and submitted date:		
	mSCOA Risk Register 2015/16 // Approved by Council and submitted date:		
December 2015	mSCOA Implementation Team : Member list attached		
December 2015	mSCOA Steering Committee : Member list attached		
December 2015	mSCOA Steering Committee appointment by Council	Done	
	MSCOA Steering Committee and Implementation Team Appointment Letters to be drafted as part of MSCOA Audit file : as well as ToR and Code of Conduct	Done	Jul-17
November 2015	mSCOA Project Plan (November 2015)		
	mSCOA Schedule C : SEBATA(Soft ware & Hard ware Readiness Evaluation)		
	mSCOA Schedule C : date submitted & proof		
December 2015	mSCOA Council Resolution : appointment of Project Sponsor		
December 2015	mSCOA Project Sponsor documents completed and submitted		
October 2015	mSCOA Documentation received : Circular 1		
	mSCOA Documentation received : Circular 2		
	mSCOA Documentation received : Circular 3		
	mSCOA Agenda's & Minutes & Attendance registers:		
6 October 2015	mSCOA 1st Implementation Team meeting : 6 October 2015		
30 November 2015	mSCOA 2nd Implementation Team Meeting : 30 November 2015		
November 2015	**MoU signed with SEBATA to assist in MSCOA Compliance with Financial System**		
9 December 2015	Council appointed Members of MSCOA committees : 9 December 2015		
20 January 2016	1st MSCOA Steering Committee Meeting : 20 January 2016		
9 February 2016	MSCOA 3RD meeting : Implementation Team : 9 February 2016		
25 February 2016	MSCOA 2nd Steering Committee Meeting : 25 February 2016		
25 February 2016	MSCOA Implementation Plan : Updated 25 February 2016		
July 2016	ICT Assessment & Due Diligence : July 2016		
March 2016	Data Cleansing Commenced : March 2016		
March 2016	MSCOA Circular 4 Received during March 2016		
March 2016	Risk Register developed: March 2016		
March 2016	Registered on LG Portal : March 2016		
March 2016	Authorisation Letter from MM for delegations on LG Portal : March 2016		
March 2016	EDMS Assessment Commenced: March 2016		
12 April 2016	MSCOA Implementation Team & Steering Committee Meeting : 12 April 2016		
April 2016	Submission to Treasury: Implementation Plan and Risk Register: April 2016		
May 2016	Property Assessment Commenced: May 2016		
May 2016	Planning Assessment Commenced: May 2016(IDP & SDBIP)		
May – June 2016	Assessment of Current Chart of Accounts : May – June 2016		
31 May 2016	MSCOA Steering Committee Meeting : 31 May 2016		
June 2016	Submission to Treasury: Implementation Plan and Risk Register: June 2016		
June 2016	Standard Operating Procedures (SoP's) internal work-session : June 2016		
	Linking of Chart of Accounts continuous		
6 July 2016	MSCOA training session in Calvinia : 6 July 2016		
July 2016	mSCOA Documentation received : Circular 5(July 2016)		
July 2016	mSCOA Documentation received : Circular 6(July 2016)		
July 2016	Upload MSCOA Compliant Budget: July 2016		
17 August 2016	MSCOA Steering Committee Meeting : 17 August 2016		
August 2016	Submission to Treasury: Implementation Plan and Risk Register: August 2016		
31 August 2016	MSCOA Steering Com Minutes and all MSCOA documents tabled to new Council : 31 August 2016		
16 September 2016	MSCOA Councillor Training: 14 – 16 September 2016		
20 September 2016	MSCOA Implementation Team Meeting : 20 September 2016		
	MSCOA Audit Check by CoGHSTA/Prov. Treasury : 20 September 2016		
22 September 2016	MSCOA Steering Committee meeting : 22 September 2016		
22 September '16	Project Charter Updated and signed with Service Provider(SEBATA) : 22 September '16		
14 October 2016	MSCOA Councillor Training : 12 – 14 October 2016		
	V6.1 released		
	Amendment to Circular 80 released with three deadlines		
31 Oct '16	1st Deadline for IDP Proof of Concept and Budget String upload to LG Portal : 31 Oct '16 - KHM complied		
30 November 2016	2nd Deadline for Final IDP and Budget String upload to LG Portal : 30 November 2016 (KHM COMPLIED)		
6 April 2017	3rd Deadline for Unbundled Budget : **March/April 2017** *[successfully submitted Data String of Budget to the LG Portal (6 April 2017)]*		
7 November 2016	Letter from National Treasury with Comments on KHM's Service Provider/Tender Process followed with regards to MSCOA Circular 6 Annexure B received on 7 November 2016		
9 November 2016	MSCOA Steering Committee meeting : 9 November 2016		
15 November 2016	Responded to National Treasury's letter with evidence and feedback and process forward : 15 November 2016		
	Letter from KHM to Office of the Chief Procurement Officer with regard to RT25 Contract and Tender Process followed : May 2017		JuLY 2017
2 December 2016	CFO attend SEBATA User Group : 30 November 2016 – 2 December 2016		
12 January 2017	MSCOA Steering Committee Meeting : 12 January 2017		
27 January 2017	MSCOA – ICT On Site with EMS installation : **23 – 27 January 2017**		
3 February 2017	MSCOA – Data cleansing assistance from SEBATA on Planning, Property, Billing and Vendors(SCM) : **30 January – 3 February 2017**		
10 February 2017	MSCOA EMS Training on Planning, Projects, Budget Modules **: 7 – 10 February 2017**		
	MSCOA - HR Payroll Parallel Run :		May 2017
23 February 2017	MSCOA Steering Committee meeting : **23 February 2017**		
16 March 2017	MSCOA Implementation Team and Steering Comm Meeting: 16 March 2017		
11 April 2017	MSCOA Implementation Team and Steering Comm Meeting: 11 April 2017		
19 April 2017	Updated Risk Register and Self-Assessment Tool submitted : 19 April 2017		
April 2017 to June 2017	Gap Analysis on Ledger received and to address per month from April 2017 to June 2017		
	Asset assessment with Mubesko – to receive by end of April 2017		April 2017
	HR Data Cleansing, SCM, Creditors, Billing/Property Data Cleansing files to be finalised by end of April 2017 to middle May 2017 to port the data to FMS and to EMS		May 2017
	User Access Tester site up – Users can test the data after it is ported and uploaded in May 2017		May 2017
	Parallel Runs to occur at end of May 2017		June 2017
9 May 2017	Steering Com and Implementation Team Meeting : 9 May 2017		
24 May 2017	EMS Training for Ledger, Billing, SCM from 16 May – 24 May 2017		
1 June 2017	Next Steering Com and Implementation Team Meeting : 1 June 2017		
	Main Goal to achieve : MSCOA compliant : 1 July 2017		