Responsible, Accountable, Consulted, Informed (RACI) Procurement Planning Toolkit: Activities	Responsibility	Accountability	Communicated & Informed	Envisaged Timelines
Creation of new Departments • Cel to create two new departments (Mobility and Infrastructure) on toolkit and align to BAS programme structure. • Programme Structure for some departments also changed to align all at once. • PT to provide Prelim budget and final budget to Cel for uploading on the toolkit. • PT to provide BAS programme structure to Cel for uploading on the toolkit.	Cel and PT	Cel and PT	PT/Cel	• Dependent on the receipt of the BAS Programme Structure. • Prelim Budget: 15 March 2023. • Final Budget :1 April 2023.
Cel to make provision for the two new departments (Mobility and Infrastructure): • To enable PG: SCM to load users. • To be available for selection on all the schedules. • Budget on the toolkit. • BAS programme structure on toolkit. • On the Procurement Planning Toolkit Dashboards.	Cel	Cel	PT and Department	• Dependent on the receipt of the BAS Programme Structure. • Latest 30 April 2023.
Users • Active Directory (AD) Cel manages the list however PT PG: SCM to create the roles and link the specific users to the departments. • PG: SCM to provide user list of current departments (TPW&HS). • PT PG: SCM to request two departments to confirm the users and roles (PG: SCM to provide current user lists to departments).	Cel, PT and department	Cel, PT and department	PT and Department	• Dependent on the receipt of the BAS Programme Structure. • 15 March 2023 (provide current user list to departments). • Latest 30 April 2023 (departments to confirm users in terms of two new departments)

Historical date: • To keep historical data on toolkit in terms of Department of Transport and Public Works and Human Settlement. Data to only be accessible to PT after date…. (to determine). • Dashboards to still be available for Transport and Public Works and Human Settlement. **To note:** Need to determine impact in terms of quarter 4 feedback and loading of new procurement plans 2023/24 if the users are the same and must capture feedback/reviewer or approve on quarter 4 and is also responsible for the capturing/review or approve of new procurement plans.	Cel and PT	Cel and PT	PT/Cel	• 30 April 2023
Final Annual Procurement Plan 2023/24 Stakeholder Engagement Plan SCM Performance Plan	Department of Infrastructure and Department of Mobility	Department of Infrastructure and Department of Mobility	Department of Infrastructure and Department of Mobility	• 31 May 2023