

**June 2014**

**Guidance Pack 2013–15**

**Part 2: Toolkit**

# Stage 3: Corporate Planning Process: Functions, Structures and Processes

**3c. Examples of Simple and Complex**

**Process Flowcharts**

**June 2014**

**Corporate Planning**

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# Stage 3: Corporate Planning Process: Functions, Structures and Processes

**3c. Examples of Simple and Complex**

**Process Flowcharts**

# 3c Examples of Simple and Complex Process Flowcharts

Process flowcharts list every step involved in the production of a good or the delivery of a service. A process chart can be used as a work guide and procedural audit and can help identify waste e.g. expose unnecessary activities, people or redundant steps in the chain. Some processes are very simple, some complex. Ideal and existing processes can be mapped or produced as flowcharts.

A selection of flowcharts relevant to corporate planning is included below as follows.

**Simpler flowcharts:**

* Biometric data capture
* Allocation of office premises
* Posting staff.

**More complex flowcharts:**

* Overall planning process
* MTSS process
* Annual Budget MTBF and MTSS linked process
* Pre-payment project inspection process
* Model recruitment and selection process
* Job evaluation process
* Performance and appraisal process
* Tailored training and development process.

## Abbreviations and Acronyms

|  |  |
| --- | --- |
| AG | Accountant General |
| CSC | Civil Service Commission |
| ExCo | Executive Council |
| FAD | Finance and Administration Department |
| G&SI | Gender and social inclusion |
| HC | Honourable Commissioner |
| HE | His Excellency |
| HOD (SWD) | Head of Department (Stores and Works Department) |
| HOS | Head of Service |
| KPI | Key performance indicator |
| M&E | Monitoring and evaluation |
| MDAs | Ministries, departments and agencies |
| MED | Monitoring and Evaluation Department |
| MEPB | Ministry of Economic Planning and Budgeting |
| MOW & INFRA | Ministry of Works and Infrastructure |
| MT | Medium term |
| MTBF | Medium term budget framework |
| MTEF | Medium term expenditure framework |
| MTSS | Medium term sector strategy |
| OHOS | Office of the Head of Service |
| PESTLE | Political, economic, social, technological, legal and environmental |
| PS | Permanent Secretary |
| PSD | Public Service Department |
| SC | Steering committee |
| SDP | State Development Plan |
| SMART | Specific, measurable, attainable, realistic and time-bound |
| ST | Short term |
| TOR | Terms of reference |
| WC | Working committee |

Biometric Data Capture ‘As Is’ (3 Months) ‘To Be’ (1 Month)

MDAs FORWARD NAMES OF NEWLY RECRUITED STAFF TO HOS WITH HE’s APPROVAL

HOS PROCESSES THE SUBMISSION FROM THE MDAs AND FORWARDS TO EXCO FOR APPROVAL

EXCO APPROVAL IS FORWARDED BACK TO HOS FOR IMPLEMENTATION

HOS PROPOSES A DATE FOR DATA CAPTURE WITH ICT UNIT OF AG’s OFFICE

HOS ISSUES CIRCULAR TO MDAs FOR DATA CAPTURE OF THE AFFECTED STAFF – DATES, VENUE, TIME

HOS DIRECTS AG’s OFFICE COMPUTER UNIT TO PRINT FORMS AND RELEASE TO MDAs IN LINE WITH EXCO APPROVAL

MDAs RETURN COMPLETED/COUNTERSIGNED FORMS BY AUTHORISED OFFICERS TO HOS FOR VERIFICATION

MDAs FORWARD VERIFIED/COUNTERSIGNED FORMS FROM MDAs TO CONSULTANTS FOR BIODATA CAPTURE

CAPTURE OF STAFF INFORMATION BY CONSULTANT

PAYMENT OF SALARY TO NEW STAFF

Allocation of Office Premises ‘As Is’ (9 Days) ‘To Be’ (4 Days)

Posting Staff ‘As Is’ (10 Days) ‘To Be’ (4 Days)

Overall Planning Process



MTSS Process



Process Linking Annual Budget Process with MTBF and MTSS[[1]](#footnote-1)

**Medium Term Budget Framework**

Setting 3 – Year Fiscal Targets

Allocation of Resources to Strategic Priorities

Economic and Fiscal Update

Fiscal Framework Statement

Budget Policy Statement

MTSS

Budget Call Circular

Preparation of Budget Proposals

Budget Negotiation/Defence

Compilation of Portfolio Budget Proposals

State

Budget

Reconciliation

Statement

State Treasury

State ExCo - State Assembly

MDAs

Pre-payment Projects Inspection Process – Monitoring and Evaluation (M&E), Ministry of Economic Planning and Budget (MEPB)

Invitation of HC, MEPB

for pre

-

payment

inspection of projects by

MDAs

HC, MEPB delegates

authority to inspect to

PS, MEPB and on to Dir,

MED for action

Dir, MED delegates

inspection activity to

Unit Heads

Joint inspections

conducted

MDA Project Officer for

Joint Inspection with

scheduled MED Officer

Unit Heads consider

supporting documents

from Executing Agency

Contract TORs

Post

-

inspection report

with recommendations

produced and submitted

for MEPB management’s

approval

Feedback/clarifications

received from MEPB

management

Inspection report revised

accordingly to reflect

feedback from MEPB

management

HC, MEPB approves

recommendation for

payment to MDA and

MoF

with issuance of

pre

-

payment certificate

MoF

pays contractor

Contractor commences

next phase of the

contract

Recommended/Model Recruitment and Selection Process

Recommended Performance Appraisal Process Chart

Job Evaluation Process

Tailored Training and Development Process



1. Source: adapted from the World Bank manual [↑](#footnote-ref-1)