

KRG SITE VISITS

DRAFT PLANNING MATRIX: ANALYSIS OF RECORDS

	ACTIVITY	TIME CALC	EST TIME	PERSONS	AGENCY
1.	Obtaining matching sets of records: * Catalogue returns; * Arrange with Paul J	Design record catalogue; manage process; encoding	1 H 2 H 8 H	EF PM Quality clerical	PM Associates
2.	Analysis of cover information	Design spreadsheet; manage process; analyse and manually record data (Approx 270 covers at 5 mins)	1 H 3 H 23 H	EF PM Quality clerical	PM Associates
3.	Marking and manual capture of site visit results	Design spreadsheet; manage process; analyse and manually record data (Approx 2500 records at 3 mins)	1 H 8 H 125 H (16 person days)	EF PM Quality clerical / Ad Ed...	PM Associates
4.	Capture of results from actual portfolios, plus judgement of fit - handwriting etc.	Manage process; analyse and manually record data (Approx 2500 records at 3 mins)	8 H 125 H (16 person days)	PM Quality clerical / Ad Ed	PM Associates
5.	Data capture of manual forms onto Excel spreadsheet	Manage process; Capture Approx 2770 records at 2 mins)	8 H 92 H (12 person days)	Office / project manager Data typist(s)	SAQA
6.	Data analysis: comparative figures for matching of sets	Team of 2	16 H	Statistician / analyst	SAQA
7.	Drafting report	A brief report, but possibly taxing in terms of thinking through what to do with results	16 H	EF advised by other 2 senior verifiers.	Senior Verifiers