

MPWAPWA DISTRICT COUNCIL

Timetable: PlanRep and FFARS End User Training 20<sup>Th</sup>Sept-24<sup>Th</sup> Sept, 2017

TIMING	EVENT	RESPONSIBILITY
<b>DAY 1: WEDNESDAY 20TH SEPT 2017</b>		
08:00-08:30	Registration	All
08:30-09:30	Settings-User Management(Roles, Rights, Users, Log in, PlanRep)	Facilitators
09:30-10:30	Planning ( Reference documents, facilitates Responsible Persons, Performance Indicators, Targets, Financial year Plans)	Facilitators
10:30-11:00	<b>Health Break</b>	All
11:00-13:00	Budgeting (Projection, Ceiling, Amounts, Cost of Activities)	Facilitators
<b>13:00-13:30</b>	<b>Lunch</b>	All
13:30-15:30	Budgeting <ul style="list-style-type: none"> <li>• Personal Emoluments Budgeting</li> </ul>	Facilitators
15:40	End of Day 1	
<b>DAY 2: THURSDAY 21<sup>st</sup> SEPT 2017</b>		
08:00-08:30	Registration	All
08:30-10:30	Execution	Facilitators
<b>10:30-11:00</b>	<b>Health Break</b>	<b>All</b>
11:00-13:00	Reports <ul style="list-style-type: none"> <li>• MTEF</li> </ul>	Facilitators
13:00-13:30	Lunch	All
13:30-15:30	Reports <ul style="list-style-type: none"> <li>• CCHP</li> </ul>	Facilitators
15:30-15:40	End of day 2	
<b>DAY 3: FRIDAY 22<sup>ND</sup> SEPT 2017</b>		
08:00-08:30	Registration	All
08:30-10:30	Council Comprehensive Health Plan(CCHP)	Facilitators
10:30-11:00	Health Break	All
11:00-13:00	Council Comprehensive Health Plan(CCHP)	
13:00-13:30	Lunch	All
13:30-15:30	Budget Scrutinisation	Facilitators
	End of Day 3	
<b>DAY 4: SATURDAY 23<sup>RD</sup> SEPT 2017</b>		
08:00-08:30	Registration	All
08:30-10:30	CCHP Assessment	Facilitators
10:30-11:00	<b>Health Break</b>	All
11:00-13:00	CCHP Assessment	Facilitators
<b>13:00-13:30</b>	<b>Lunch</b>	All
13:30-15:30	Hands on CCHP Assessment	Facilitators
	End of Day 4	

<b>DAY 5: SUNDAY 24<sup>TH</sup> SEPT 2017</b>		
09:30-10:00	Registration	All
10:00-10:30	<ul style="list-style-type: none"> <li>• Log in and Navigation on FFARS</li> <li>• FFARS</li> </ul>	Facilitators
10:30-11:30	<ul style="list-style-type: none"> <li>• Receipt entry</li> <li>• Payment Voucher entry in FFARS</li> </ul>	Facilitators
11:30-11:00	<b>Health Break</b>	All
11:00-13:00	<ul style="list-style-type: none"> <li>• Payment (cheque) procedure and entry in FFARS</li> <li>• Reports and Reporting in FFARS</li> </ul>	Facilitators
<b>13:00-13:30</b>	<b>Lunch</b>	All
13:30-15:30	<ul style="list-style-type: none"> <li>• Hands on</li> <li>• Course Evaluation and Official closing</li> </ul>	Facilitators &All