



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:20015

DEVELOPMENT PROCEDURE MANUAL

RU/ADM/DEV/019

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PROCEDURE NUMBER 1: PLANNING AND IMPLEMENTATION OF DEVELOPMENT PROJECTS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficiency and effectiveness in planning and implementation of development projects at Rongo University.

1.2 SCOPE

This procedure applies to conception, design and implementation of development projects at RU.

1.3 REFERENCES

- a) Quality Manual – RU/QMR/QM/002.
- b) Relevant laws, regulations and guidelines.
- c) Rongo University Strategic Plan.
- d) Rongo University Development Budget.
- e) Rongo University Master Plan.
- f) Relevant University policies.
- g) Procurement and Asset Disposal Act, 2015.

1.4 TERMS AND DEFINITIONS

- a) VC- Vice-Chancellor.
- b) DVC (AFP) -Deputy Vice-Chancellor (Administration Finance and Planning).
- c) QMR –Quality Management Representative.
- d) QM – Quality Manual
- e) CUE- Commission of University Education.
- f) SMM-Standard Method of Measurement.
- g) HoD – Head of Department.
- h) BQ – Bills of quantities.
- i) PRN –Purchase Requisition Note.
- j) SRN- Service Requisition Note.
- k) RU- Rongo University.
- l) PO- Procurement Officer.

1.5 RESPONSIBILITY

- a) The DVC(AFP) is responsible for the supervision of this procedure

- b) The officer in charge of Development is responsible for implantation and adherence to this procedure.

2.0 PROCESS INPUT

- a) Project concepts.
- b) Approved Budget.

3.0 METHOD

- 3.1 This procedure shall start with HoD receiving communication from the DVC - AFP as per procedure Number 1 in the Administration Procedure Manual, concerning proposed projects to be developed.
- 3.2 The HoD shall cause to be developed draft drawings and draft Bills of Quantities (BQ) for submission to DVC (AFP).
- 3.3 The DVC (AFP) shall ensure completion of final working drawings and Bills of Quantities and submit to the Vice-Chancellor for approval.
- 3.4 The DVC (AFP) shall cause the implementation of the project in line with the contract document.
- 3.5 At the completion of the project, the Clerk of Works shall liaise with the Project Manager and respective Consultants for preparation and submission of Completion Certificates and as-built drawings.

4.0 PROCESS OUTPUT

- a) Completed project.
- b) Completion Certificate.
- c) As-built drawings.
- d) Inspection and acceptance report.
- e) Minutes.

5.0 DOCUMENT CHANGE HISTORY

Supersedes Revision	Revision – (Clause & Details)	Current Rev.	Reviewer’s name	Date

RONGO UNIVERSITY – ISO 9001:20015 BASED QUALITY MANAGEMENT SYSTEM

ISSUED FOR USE ON:

DEVELOPMENT PROCEDURE MANUAL

REF: RU/ADM/DEV/019(1)

OBJECTIVES REGISTER FOR DEVELOPMENT SERVICES

OBJECTIVES REGISTER FOR DEVELOPMENT SERVICES											
Department:	Development										
Rev. Status											
Issue Date:											
Created By:					Reviewed By:				Approved By:		
S.No	Key Result Area	Strategic Objective	Objective	Strategies	Key Performance Indicator	Resources Required	Timeline	Deliverable	Frequency of M & E	Responsibility	
	Institutional Capacity	To develop and maintain infrastructure and acquire equipment	To finalize the University Master Plan by June 2020	Review existing draft master plan; stakeholders participation; identify and locate desired developments; cost the plan; approval; publish the plan;	Approved Master Plan	Budget; staff; stationery; resource persons; draft master plan	Jun-20	Master plan; stakeholder participation reports;	Quarterly	DVC- AFP/HOD - Development	

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RISK REGISTER FOR DEVELOPMENT SERVICES

RISK REGISTER FOR DEVELOPMENT SERVICES												
Department:	Development											
Rev. Status												
Issue Date:												
Created By:					Reviewed By:			Approved By:				
S.No	Process	Risk	Causes	Existing Controls	Probability	Impact	Risk Rate	Risk Level	Additional Controls	Frequency of M & E	Opportunities	Responsibility
1	Development of infrastructure	Failure to complete projects on schedule	Late disbursement of funds, Termination of projects before completion; incompetent contractors	Due diligence, contracts work plans, site meetings	2	3	6	Medium	Seek additional sources of funding; sub-contracting	As per the contract		DVC -AFP
		Substandard structures	Failure to adhere to specification or approved standards, Inappropriate materials, incompetent contractors, faulty designs	Proper supervision by competent consultants, use of quality tested materials	2	4	8	Medium	Comparative testing of materials, sourcing construction materials from approved dealers. Proper vetting of supervisors	As per contract	Use of latest building materials	DVC -AFP
		Project cost variations	Delay in payments, Additional works	Conditions of contracts	3	2	6	Medium	Strict adherence to initial plans, continuous monitoring and evaluation	As per contract		VC
		Payment for undelivered materials	Improper valuation of work done	Use of clerk of works	1	4	4	Low	Use of inspection and acceptance committee, engagement of independent valuers	As per contract	Enhancing risk audit	DVC -AFP