



The Presidency
 Republic of South Africa
 Department: Planning, Monitoring and Evaluation

Improvement Plan based on Implementation Evaluation of Management Performance Assessment Tool (MPAT)

Title of Evaluation	Implementation Evaluation of Management Performance Assessment Tool (MPAT)	Date of Approval of Evaluation Report	24 March 2015
Name of Lead Department	Department of Planning, Monitoring and Evaluation (DPME)	Date of Approval of Improvement Plan	
Contact Person	Mr Henk Serfontein	Position	Chief Director: MPAT
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Date of Report		
Reporting Cycle (Mark with an X)	January - June	July- December

A. Programme Design

Improvement Objective 1		Periodically refine and review the MPAT Programme design to be a platform for continuous inter-departmental learning and performance improvement				
Outputs to achieve the objective	Priority L/M/H	Activity to achieve output	By who? Institution responsible	By when? Deadline	Embedded where	Current situation/ Progress Report
Reviewed MPAT Design and Implementation Guideline	H	<ul style="list-style-type: none"> Review current design based on evaluation recommendations 	1) DPME 2) DPSCA 3) National Treasury Justice and Correctional Services Offices of the Premier	Oct. 2015	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Organise stakeholder meetings to discuss the draft reviewed MPAT design and Implementation Guideline 	DPME (MPAT Unit)	Nov 2015	MPAT CD: Operational Plan	

		<ul style="list-style-type: none"> Approval of the reviewed MPAT design implementation Guideline by the DPME DG. 	DPME (MPAT Unit)	February 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Communicate the Guideline through various platforms namely website, e-mails, workshops, launches) 	DPME (MPAT Unit)	March 2016	MPAT CD: Operational Plan	
Refined KPAs and standards in line with reviewed MPAT design	H	<ul style="list-style-type: none"> Organise a consultative workshop with relevant stakeholders 	DPME (MPAT Unit)	April 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Incorporate refined KPAs and standards in the MPAT standard booklet 	DPME (MPAT Unit)	April 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Approval of refined KPAs and standards which are in line with reviewed MPAT design 	DPME (Director-General)	May 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Update standards on the MPAT web-based system 	DPME (MPAT Unit)	July 2016	MPAT CD: Operational Plan	

		<ul style="list-style-type: none"> Communicate the web-based standards to all stakeholders 	DPME (MPAT Unit)	Aug 2016	MPAT CD: Operational Plan	
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Outputs to achieve the objective	Priority L/M/H	Activity to achieve output	By who? Institution responsible	By when? Deadline	Embedded where	Current situation/ Progress Report
Documented case studies to facilitate stakeholder learning and improvement	H	<ul style="list-style-type: none"> Identify good practice departments per MPAT assessment cycle 	DPME	April 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Conduct research on high performing departments 	DPME	June 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Document case studies 	DPME	July 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Communicate lessons from case studies 	DPME	Ongoing	MPAT CD: Operational Plan	

		<ul style="list-style-type: none"> Facilitate learning networks around case studies 	DPME	Ongoing	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Partner with offices of the Premier, DPSA, NSG to facilitate learning. 	DPME	Ongoing	MPAT CD: Operational Plan	
Support Strategy for departments performing at level 1 and 2 of identified standards	H	<ul style="list-style-type: none"> Compile a detailed report on the identified poor performing departments (root cause analysis) 	DPME	April 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Set up a task team (consisting of policy departments) to collaborative in drafting the support strategy 	1) DPME 2) DPSA 3) Treasury	April 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Organise a consultative workshop with departments performing at level 1 and 2 and incorporate their comments 	DPME MPAT Unit	May 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Approval of the Departmental Support Strategy 	DPME (Director-General)	June 2016	MPAT CD: Operational Plan	

		<ul style="list-style-type: none"> Communicate Support Strategy to all stakeholders 	DPME MPAT Unit		MPAT CD: Operational Plan	
Reviewed policies and/or regulations relevant to MPAT performance standards	H	<ul style="list-style-type: none"> Analyse the MPAT scores for each standard to identify areas of improvement for existing policies 	DPME	April 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Develop an MTEF linked programme for policy review 	<u>Steering Committee</u> DPSA, PSC, Justice, DPME, NT	July 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Continuous engagement with policy custodians 	DPME (CD: MPAT)	On-going	MPAT CD: Operational Plan	

B. Systems Development

Improvement Objective 2

To improve the MPAT process and enhance the related IT system

Outputs to achieve the objective	Priorit y L/M/H	Activity to achieve output	By who? (Person responsible in bold)	By when? (Deadline)	Embedded where	Current situation/ Progress Report
MPAT web-based system enhancement implemented	H	<ul style="list-style-type: none"> Compile Business Requirement Specification for system functionality enhancements (i.e. access, capacity and moderation challenge tracking system) 	DPME	May 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Implement system enhancements 	DPME	July 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> User Acceptance Testing (UAT) for enhancements 	DPME	July 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> System rolled out with enhanced functionality 	DPME MPAT Unit	August 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Develop a set of KPA performance and outcome indicators 	DPME	November 2015	MPAT CD: Operational Plan	
Monitoring system for management performance is in place	M					

		<ul style="list-style-type: none"> Conduct a baseline study for each indicator 	DPME	October 2015	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Pilot the monitoring system 	DPME	November 2015	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Approve the monitoring system 	DPME CD: MPAT	February 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Implement the Monitoring System 	DPME MPAT Unit	August 2016	MPAT CD: Operational Plan	
		<ul style="list-style-type: none"> Draft MPAT Moderation Process Manual 	DPME	June 2016		
MPAT Moderation Process Manual	M	<ul style="list-style-type: none"> Compile criteria for the selection of moderators 	DPME	June 2016		
		<ul style="list-style-type: none"> Request inputs from Accounting Officers to on moderation process 	DPME CD: MPAT	July 2016		

MPAT project plan developed with supporting risks mitigation strategy	H	<ul style="list-style-type: none">Approval of the MPAT Moderation Process Manual	DPME CD: MPAT	August 2016		
		<ul style="list-style-type: none">Structured training for moderators	DPME	September 2016		
		<ul style="list-style-type: none">Structured moderation week with resulting decision log	DPME CD: MPAT	November 2016		
		<ul style="list-style-type: none">Provide feedback to Accounting Officers on the performance of nominated moderators	DPME CD: MPAT	January 2017		
		<ul style="list-style-type: none">Draft a project plan	DPME MPAT Unit	March 2016		
		<ul style="list-style-type: none">Communicate project plan with all stakeholders	DPME MPAT Unit	April 2016		
		<ul style="list-style-type: none">Mitigate risks related to the project plan	DPME MPAT Unit	Ongoing		

Improvement Objective 3

To build and institutionalise MPAT governance (between partners i.e NT, DPSA, OTP, Justice) and coordination structures and processes for improved MPAT development and support.

Outputs to achieve the objective	Priorit y L/M/ H	Activity to achieve output	By who? (Institution responsible)	By when? (Deadline)	Embedded where	Current situation/ Progress Report
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MPAT governance structure formalized and implemented	H	▪ Develop draft TOR	All partners spear headed by DPME (KPA 2 Director)	August 2015		
		▪ Consult TOR	All partners	September 2015		
		▪ Finalise TOR	All partners	October 2015		
		▪ Appointment of representatives to the structure	DPME	November 2015		
		▪ Convene structure	DPME (All KPAs	February 2016		
Defined roles and responsibilities captured in the partner support for the MPAT design implementation	M	▪ Clarify and agree on roles and responsibilities with respect to design, implementation and improvement support	All partners with DPME facilitating	March 2016		
		▪ Develop and communicate the roles and		March 2016		

		responsibilities matrix in terms of design & implementation				
		<ul style="list-style-type: none"> Develop management practices improvement strategy 		March 2016		
A cross cutting plan amongst partners with funding for MPAT.	H	Departments identify resources <ul style="list-style-type: none"> Budget HR ICT & systems processes Lobby for donor funding to support the MPAT programme 	All partners	Ongoing		
			All partners & technical assistance programmes	Ongoing		

Endorsed by



Ms Nolwazi Gasa

Acting Director General: DPME

Date: 12 August 2015

