

Key Activity List			
Number	Activity	Responsibility for Each Activity	Evidence for Each Activity
1 (a)	Work order for contracting of service provider signed by DDG: IS	DDG: IS	Signed work order
1 (b)	User Requirement Specifications (URS) signed off by DDG: IMS	DDG: IMS	Signed URS
2	Business process re-engineering completed by IMS	DDG: IMS	Approved Re-engineered business processes
3	Technical specification developed and approved by DDG:IS	Director: Solutions Delivery / DDG:IS	Signed technical specifications
4	System development completed - writing the system on the computer based on user requirements.	Director: Solutions Delivery	Prototype