



**REPORT TO: THE EXECUTIVE MAYOR AND MEMBERS OF THE MAYORAL COMMITTEE  
AND FUTURE PLANNING AND RESILIENCE PORTFOLIO COMMITTEE**

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**1. ITEM NUMBER**

**2. SUBJECT**

**FEEDBACK ON THE INTERNATIONAL/OUTSIDE THE BORDERS OF THE RSA TRIP UNDERTAKEN FROM 18 MARCH 20 MARCH 2022 TO ATTEND THE IPMA (INTERNATIONAL PROJECT MANAGEMENT ASSOCIATION) PROJECT EXCELLENCE AWARD ASSESSOR (PEA) TRAINING ATTENDANCE OF THE PROJECT EXCELLENCE AWARD IN NETHERLANDS**

**2. ONDERWERP – N3239**

**TERUGVOERING OOR DIE INTERNASIONALE REIS (BUITE DIE GRENS VAN DIE RSA) VAN 18 MAART TOT 20 MAART 2022 VIR DIE BYWONING VAN DIE IPMA (INTERNASIONALE VERENIGING VIR PROJEKBESTUUR) SE OPLEIDING VIR PROJEKUITNEMENDHEIDSTOEKENINGSASSESSORS (PEA) EN BYWONING VAN DIE PROJEKUITNEMENDHEIDSTOEKENING IN NEDERLAND**

**3. ISIHLOKO – N3239**

**INGXELO ENGOHAMBO OLUYA PHESHEYA OKANYE NGAPHAYA KWEEBHODA ZOMZANTSI AFRIKA OLUTHATYATHWE NGOWE18 KWEYOKWINDLA UKUYA KOWAMA20 KWEYOKWINDLA 2022 LOKUZIMASA UQEQESHO LWE-IPMA (INTERNATIONAL PROJECT MANAGEMENT ASSOCIATION) LOHLOLO LWEEMBASA ZEEPROJEKTHI EZIGQWESILEYO (PEA) OLUJOLISWE KUNIKEZELO LWEIEMBASA ZEEPROJEKTHI EZIGQWESILEYO**

**3. EVENT SUMMARY**

EVENT DETAILS	
CONFERENCE/SEMINAR	IPMA (INTERNATIONAL PROJECT MANAGEMENT ASSOCIATION) PROJECT EXCELLENCE AWARD ASSESSOR (PEA) TRAINING ATTENDANCE OF THE PROJECT EXCELLENCE AWARD
OTHER	N/A
DATE	3 DAYS (18-20 MARCH 2022)
VENUE	MOVENPICK HOTEL
TOTAL COST TO THE CITY	R50 513.65
CITY	AMSTERDAM
COUNTRY	NETHERLANDS

ATTENDEE DETAILS	
NAME AND SURNAME	DESIGNATION
BEN PETERS	DIRECTOR C3PM
<b>THE TRAINING WAS MANAGED BY THE INTERNATIONAL PROJECT MANAGEMENT ASSOCIATION (IPMA)</b>	
<p>IPMA is a federation of about 70 Member Associations (MAs). MAs develop project management competences in their geographic areas of influence, interacting with thousands of practitioners and developing relationships with corporations, government agencies, universities and colleges, as well as training organizations and consulting companies.</p> <p>IPMA has spread from Europe to Asia, Africa, the Middle East, Australia, and North and South America. The demand for IPMA products and services and the number of our Member Associations is steadily growing. Through IPMA, project management practitioners from all cultures and all parts of the world can network, share ideas, and move our practice and our stakeholders forward through effective collaboration and cooperation.</p>	

#### 4. OBJECTIVE

The IPMA Project Excellence Model (IPMA PEM) is a core element of the IPMA Project Excellence Baseline, and is designed to provide a framework for assessing a project or programme. CCT is striving for excellence in the preparation and execution of projects and programmes and the IPMA PEM is a key tool in supporting this endeavour.

This training will provide Ben Peters with in-depth knowledge of the PEM with a specific focus on how to apply the project excellence principles in an organisation. In addition they will be equipped to become CCT project assessors, focussing on using the PEM to complete internal evaluations of projects.

These skills have particular relevance to the critical role they play in the corporate gate review process as well as their work on programme reviews.

#### 5. OUTCOMES

The Project Excellence Baseline (PEB) is an IPMA guide for achieving project and programme excellence. The IPMA Project Excellence Model (IPMA PEM) is a core element of the IPMA PEB and is designed to provide a framework for assessing a project or programme.

The City of Cape Town is striving for excellence in the preparation and execution of projects and programmes and the IPMA PEM is a key tool in supporting this endeavour. The IPMA PEM is based on the well-known European Framework for Quality Management (EFQM) model, but is adapted to the field of project and programme management. The model in its current form represents more than 10 years of development.

In the model, excellent projects (or programmes) consist of three areas:

- People & Purpose – this area is considered to be the foundation of project excellence. The right people, led and supported by excellent leaders, all sharing a common vision for success, are crucial to drive project improvements and help the project to go beyond the established standards.
- Processes & Resources – this area represents practices necessary to reinforce excellence through sound processes and adequate resources used in an efficient and sustainable way. It also serves as a basis for securing the outcome of innovation, turning it into a solid starting point for another wave of improvements.
- Project Results – the project management approach can only be excellent if it leads to outstanding, sustainable results for all key stakeholders. This area complements the first two with necessary proof of excellent results as defined by the project stakeholders.

The PEB describes how excellence in these areas can be measured and assessed, and based on that assessment, how to continue on the journey of successful projects and programmes. The application of the PEB can be used for self assessment or for the analysis of the current situation of a project or programme. The PEB, as an international standard, can also be used to benchmark projects against each other within an organisation. This forms a basis for further learning and development of organisational competencies whilst the PEB also provides a comprehensive definition of what it means to run projects and programmes well.

## 6. ACTIONS REQUIRED

The model is not related to the usage of specific methods, methodologies, tools. Moreover, the model is not related to a specific field (like ICT or investment or government or research). C3PM will therefore use the PEM for project and programme reviews across all directorates. The participants have been equipped to become City of Cape Town project assessors focussing on using the PEM to complete internal evaluation of projects.

The PEB is the basis for IPMA's Project Excellence Awards – the IPMA's annual international competition for best projects in the world. The City has participated in the IPMA awards in the past and continues to do so. The knowledge from this training will be used to further help the City with future submissions. The training has provided in-depth knowledge of the PEM with a focus on how to apply the project excellence principles in an awards process.

The skills obtained by the participants have particular relevance to the critical role they play in the corporate gate review process. C3PM aims to improve project, programme and portfolio management via focus on organisational maturity, individual competence and delivery. This opportunity enabled the participants to obtain the required knowledge and to apply international best practices within the context of how the City of Cape Town manages projects.

The learning from this course will be incorporated into the City of Cape Town Project Management Guideline and project managers will be trained to further improve on the delivery of projects. This will support our vision of delivering projects in the City to the standards of international best practice.

## 7. IMPLICATIONS

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|---|--|------------------------------|
| <b>7.1 Constitutional and Policy Implications</b> | No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> |
| <b>7.2 Environmental implications</b>             | No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> |
| <b>7.3 Financial Implications</b>                 | No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> |
| <b>7.4 Legal Implications</b>                     | No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> |
| <b>7.5 Staff Implications</b>                     | No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> |
| <b>7.6 Risk Implications</b>                      | No <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> |
| <b>7.7 <u>POPIA Compliance</u></b>                |  |                              |

☒ It is confirmed that this report has been checked and considered for POPIA Compliance.

## 8. RECOMMENDATIONS

It is recommended that:

- a) the feedback report on the trip, IPMA Project Excellence Award Assessor training attendance of the Project Excellence Award undertaken by Ben Peters on 18 – 20 March 2022 **be noted**.
- b) the report be referred to the Future Planning and Resilience Portfolio Committee for noting.

## 8. AANBEVELINGS

Daar word aanbeveel dat:

- a) daar **kennis geneem word** van die terugvoeringsverslag oor Ben Peters se reis vir die bywoning van die IPMA se opleiding vir projekuitnemendheidstoekeningsassessors en bywoning van die projekuitnemendheidstoekenning van 18 tot 20 Maart 2022.
- b) die verslag ter kennisname na die portefeuljekomitee oor toekomsbeplanning en veerkragtigheid verwys word.

## 8. IZINDULULO

Kundululwe ukuba:

- a) **Makuqwalaselwe** ingxelo engohambo lokuzimasa uqeqesho loHlobo lweMbasa zeeProjekthi eziGqwesileyo zeIPMA olujoliswe kuNikezelo lweMbasa zeeProjekthi eziGqwesileyo oluthatyathwe ngowe18 ukuya kowama20 kweyoKwindla 2022.
- b) Ingxelo mayigqithiselwe kwiKomiti yeSebe yoCwangciso lweXesha elizayo nezoBuqilima ukuze iyiqwalasele.

## 9. GENERAL DISCUSSION

N/A

## 10. ANNEXURES

### FOR FURTHER DETAILS, CONTACT:

DATE	21 April 2022		
NAME	Ben Peters	CONTACT NUMBER	021 400 9206
E-MAIL ADDRESS	BarendDaniel.Peters@capetown.gov.za		
DIRECTORATE	FUTURE PLANNING & RESILIENCE	FILE REF No	
SIGNATURE :			

### EXECUTIVE DIRECTOR

#### GARETH MORGAN

The ED's signature represents support for report content and confirms POPIA compliance.

SIGNATURE:



NAME

Gareth Morgan

DATE

COMMENT:

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COMMENT:

**MANAGER: INTERNATIONAL RELATIONS**

DR. DENVER VAN SCHALKWYK

DATE

☐ REPORT COMPLIANT WITH THE PROVISIONS OF COUNCIL'S DELEGATIONS, POLICIES, BY-LAWS AND ALL LEGISLATION RELATING TO THE MATTER UNDER CONSIDERATION.

**LEGAL COMPLIANCE**

☐ NON-COMPLIANT

COMMENT:

NAME

TEL

DATE

Certified as legally compliant based on the contents of the report.

**CITY MANAGER**

☒ SUPPORTED FOR ONWARD SUBMISSION TO:

MAYCO ☒

RELEVANT SECTION 79 OR 80 COMMITTEE ☒

☐ NOT SUPPORTED

☐ REFERRED BACK

COMMENT: