

IAC-Africa POPI Act compliance preparation project
Suggested implementation flow for ISASA member schools
V2.0 as at 20 February 2017

Item #	Step name	Description
1	Quotation	Get a quote for the school POPI Act compliance project from IACT-Africa. This will include: <ul style="list-style-type: none"> • Supply of the IACT-Africa POPI Compliance Toolkit for ISASA member schools • Three half-day implementation consultations at the school (minimum)
2	Budget approval	Get budget approval for the quote
3	POPI project manager appointment	<ul style="list-style-type: none"> • This could be the Bursar or school Business Manager, or another member of the school management team. This person will drive the rest of the activities.
6	Hold the first on-site consultation with IACT-Africa	<ul style="list-style-type: none"> • Schedule the first on-site consultation: Agree a date to suit your key stakeholders (e.g. bursar; admin; marketing; IT) and IACT-Africa's consultant; • Spend time understanding the IACT-Africa toolkit • Complete the agenda items for the consultation session; • Agree the action plan for work to be done before the next on-site consultation.
7	Complete post-consultation activities	<ul style="list-style-type: none"> • Carry out the work plan from the first on-site meeting.
8	Hold the second on-site consultation with IACT-Africa	<ul style="list-style-type: none"> • Complete the agenda items for the consultation session; • Agree the action plan for work which remains to be done.
9	Complete post-consultation activities	<ul style="list-style-type: none"> • Carry out the work plan from the second on-site meeting.
8	Hold the third on-site consultation with IACT-Africa	<ul style="list-style-type: none"> • Complete the agenda items for the consultation session; • Agree the action plan for work which remains to be done.
9	Complete post-consultation activities	<ul style="list-style-type: none"> • Carry out the work plan from the second on-site meeting.
10	Evaluate the need for additional consultation sessions	<ul style="list-style-type: none"> • Discuss with your stakeholders whether you need additional consultation sessions

Agenda for the 1st on-site project implementation consulting visit

What	Who	Duration
Introduction to the project methodology and the toolkit	IAC-Africa consultant	30 mins
Detailed explanation of the assessment tools	IAC-Africa consultant	120 mins
Develop action plan leading up to second consultation visit	School project manager	30 mins

Agenda for the 2nd on-site project implementation consulting visit

What	Who	Duration
Provide feedback on assessments completed	School project manager	120 mins
Agree action plan for remaining assessments	School project manager	30 mins
Develop remediation items action plan	School project manager	30 mins

Agenda for the 3rd on-site project implementation consulting visit

What	Who	Duration
Provide feedback on assessments and remediation plan completed	School project manager	60 mins
Develop remediation outstanding items action plan	School project manager	30 mins
Deliver staff POPI Act awareness training	IAC-Africa consultant	90 mins