



THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE - PUBLIC SERVICE MANAGEMENT
e-GOVERNMENT AGENCY



Document Name

Government ICT Projects Review Procedures

Document Title

eGA/EXT/PRC/002

1. Overview

1.1. Introduction

The e-Government Agency (eGA) is established under the Executive Agencies Act No.30, 1997, Cap. 245 as a semi-autonomous Institution under President's Office Public Service Management. eGA is charged with the mandate of providing coordination, oversight and provision of e-Government initiatives and enforcement of e-Government standards to Public Institutions. In executing its duties, eGA shall implement and maintain a coordinated government operations for Information and Communication Technology (ICT) that include the formulation of guidelines and procedures to effectuate the purposes of the Agency.

1.2. Rationale

Pursuant to the Agency's Strategic Plan 2012/13-2016/17, it is the objective of the Government through e-Government Agency to coordinate, manage and ensure compliance of e-Government standards and procedures through strengthening monitoring and evaluation of e-Government initiatives.

1.3. Purpose

This document establishes a procedure that defines the process and criteria by which e-Government Agency (eGA) evaluates Government ICT projects and investments in the Public Institutions.

1.4. Scope

This document is for Public use. It applies to all Public Institutions. The Public Institutions Accounting Officers (Head of Institutions) in conjunction with the Head of ICT Departments/Units shall be responsible for ensuring the effective implementation of this procedure within their respective Institutions.

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This document is owned and approved by Chief Executive Officer of the e-Government Agency (eGA).

The document is Specific for Public Institutions, which are undertaking:

- An ICT project that has development costs of at least TShs. 50,000,000;
- An ICT investment or acquisition of at least TShs. 50,000,000;
- An ICT project that involves two or more Institutions regardless of the cost; and/or
- Any other ICT project or investment that relevant government authorities find necessary for eGA to review or upon request by Public Institution.

2. Procedures

These procedures define the process by which eGA reviews Public Institutions ICT projects and investments for the Government. The procedure:

- Provide for consistency in identifying and reviewing ICT projects and investments;
- Provide comprehensive report as per set of review criteria.
- Require conformity to applicable policies, standards, circulars as well as Strategic ICT Plans.

2.1. Procedures/Roles of Public Institutions

The Public Institution will follow the following procedures in the submission of the project documents.

2.1.1. The Institution shall submit ICT Project Document (IPD) such as Project Proposal, Project write-up or Business Case that includes items identified in Government ICT Project Review Criteria in Attachment B.

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- 2.1.2. The Institution shall submit Feasibility Study Document if available that includes items identified in in Government ICT Project Review Criteria in Attachment B.
- 2.1.3. The Institution shall fill and submit FORM1 (Attachment C) for Ongoing and Planned Government ICT Projects.
- 2.1.4. The Institution shall fill and submits a Government ICT Project Checklist (Attachment A), indicating a location/page where an item in the checklist is indicated in submitted document (s).
- 2.1.5. All projects should emerge from the real requirements of the Institution. The Institution may perform situation analysis to get project requirements.
- 2.1.6. The Institution shall ensure that the project submitted for review is in its Strategic Plan (Waraka wa Mkuu wa Utumishi wa Umma Na. 3 wa Mwaka 2013).
- 2.1.7. Project proposal should be prepared and have of full ownership of the Institution.
- 2.1.8. The Institution shall submit to eGA the name, telephone number and email address of a contact person for the project.

2.2. Procedure/Roles of the for e-Government Agency (eGA)

eGA will follow the following procedures in reviewing of the project documents from the Public Institutions.

- 2.2.1. Record the date of reception of the IPD. eGA should review and give detailed recommendation within 14 working days.
- 2.2.2. Review and verify that all necessary approvals from Accounting Officers (Head of Institutions) have been secured.
- 2.2.3. Review and ensure that funding requirements, business requirements, business objectives, and operational goals are being satisfied.

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- 2.2.4. Review the project for the presence of required internal and external technical expertise and capability.
- 2.2.5. Review financial information for accuracy and completeness.
- 2.2.6. For projects and investments of TShs. 200,000,000 or more, check the summary management schedule for an adequate description of high-level activities and events, such as milestones and major phases.
- 2.2.7. For accurate and complete IPD review, eGA shall complete a separate ICT Checklist (Attachment A). The key areas (Detailed in Attachment B) for review are:
- 2.2.7.1. Project Conceptualisation
 - 2.2.7.2. Business Process Improvement
 - 2.2.7.3. Project Ownership
 - 2.2.7.4. Stakeholder Engagement
 - 2.2.7.5. Relationship with other Similar Initiatives
 - 2.2.7.6. Technology
 - 2.2.7.7. Project Timelines
 - 2.2.7.8. Project Sustainability
 - 2.2.7.9. Financial Considerations
 - 2.2.7.10. Risk Management
 - 2.2.7.11. Other Alternatives
- 2.2.8. Review discrepancies with the Public Institution and agree on the way to resolve them. The exchange of information should be in writing.
- 2.2.9. Request additional information or assistance whenever needed to facilitate the review process.
- 2.2.10. eGA shall prepare a recommendation report (Appendix B).
- 2.2.11. eGA shall prepare a Project Summary Sheet for internal use (Appendix A).

2.2.12. Issue a written response stating the findings and recommendations (If any) in line with the checklist and review criteria as provided in Attachment A and B. This response is sent to the Public Institution, President Office - Planning Commission and Ministry of Finance (MoF).

3. Implementation and Reviews

- 3.1.** This document takes effect from 1st August 2014.
- 3.2.** This document is subject to review at least once every year.

4. Related Documents

- 4.1.** Mwongozo wa Matumizi Bora, Sahihi, na Salama ya Vifaa na Mifumo ya TEHAMA Serikalini, 2012 (Ofisi ya Rais, Menejimenti ya Utumishi wa Umma)
- 4.2.** ICT Project Management Guide Book, 2010 (President's Office, Public Service Management)
- 4.3.** Waraka wa Mkuu wa Utumishi wa Umma Na. 3 wa Mwaka 2013 (Utaratibu wa Utekelezaji wa Mifumo Mbalimbali ya TEHAMA Katika Utumishi wa Umma)
- 4.4.** National e-Government Strategy 2013 (President's Office, Public Service Management)
- 4.5.** The Public Procurement Act, 2011 (Public Procurement Regulatory Authority)

5. Acronymy

- IPD – ICT Project Document.

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6. Document Control

Version	Name	Comment	Date
Ver. 1.0	eGA	Creation of Document	August 2014

7. Attachments

- 7.1. Attachment A:** Government ICT Project Review Checklist.
- 7.2. Attachment B:** Government ICT Project Review Criteria attachment.
- 7.3. Attachment C:** Government ICT Project Registration Form No 1. Also available at www.ega.go.tz/mifumo_miradi.zip.

8. Appendix

- 8.1. APPENDIX A:** Project Summary Sheet Standard Format

PROJECT SUMMARY SHEET

Analyst:

eGA Project ID Number:

<i>Institution Name and Address</i>	<i>Contact Name Phone, and FAX</i>

<i>Project and Investment Justification Name</i>	<i>Date Submitted</i>

Project Overview

Measurements and Deliverables

Economic Benefits

Project Management

Roles and Responsibilities

Summary of Proposed Costs

Five Year Total (TShs. 000)						
Description	FY__	FY__	FY__	FY__	FY__	Total
Development Cost						
Operating Cost						
Total Cost						

Recommendations

Note:

Project Overview

Describe the business processes, applications, hardware, software, and infrastructure being modified or implemented and the business goals and objectives to be achieved. Include the sources of funding.

Measurements and Deliverables

Describe how project success will be measured. Include a description of all deliverables such as hardware to be purchased, configuration, data conversion, software design, construction, testing, user training, parallel processing, etc.

Economic Benefits

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Identify benefits to the State and benefits to the public. Include such items as improved reliability, productivity, turnaround time, product quality, direct positive impact on performance measures, etc.

Project Management

Define the roles and responsibilities of project team members, including management, direct reports, and customers.

Roles and Responsibilities

Define the roles and responsibilities of project team members, including management, direct reports, and customers.

Summary of Proposed Costs

Identify development, operating, and total costs for the five-year life cycle of the project.

Recommendations

Indicate the recommendation specified in the Project review report.

8.2. APPENDIX B: ICT Project Review Report Standard Format

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ICT PROJECT REVIEW REPORT

Name of Institution

Name of Project

Month Year

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