**<<-- INSERT NAME OF YOUR INSTITUTION-->>**

<<-- Insert your Institution’s Logo -- >>

***<<-- insert whether 1ST, 2ND, 3RD, 4TH >>***

 ***QUARTERLY ICT IMPLEMENTATION REPORT***

1. INTRODUCTION

This progress report is prepared and submitted through the ICT Steering Committee in accordance with Section 18 (3) (h) of the e-Government Act No. 10 of 2019 and Regulation 16 of the e-Government Regulations, 2020.

1. OVERALL IMPLEMENTATION

|  |  |  |
| --- | --- | --- |
| **No.** | **Area** | **Progress** |
|  | Operationalization of ICT Steering Committee*(Pursuant to Section 18 (1) of the e-Government Act, 2019)* | *[Fill in the details]** *Is ICT Steering Committee established?*
* *Have any meeting been conducted*
* *Is there ICT Steering Charter?*
 |
|  | Establishment of ICT Management Unit*(Pursuant to Section 21 (1) of the e-Government Act, 2019)* | *[Fill in the details]** *Does ICT Unit or Department report directly to the Accounting Officer?*
* *What is the number of ICT staffs and their qualifications?*
* *Any ICT Certification or training done on ICT staff*
 |
|  | Presence of ICT Policies and Strategy*(Pursuant to Regulation 14 (6) of the e-Government General Regulation, 2020)* | *[Fill in the details]** *Mention ICT Policies and Strategies created and their status*
* *The documents are such as (ICT Policy, Acceptable ICT Use Policy, ICT Security Policy, ICT Strategy, Enterprise Architecture, Disaster Recovery Plan, ICT Service Management Guidelines etc)*
 |
|  | Submission of Projects to e-GA for clearance*(Pursuant to Regulation 27 (2) of the e-Government General Regulations of 2020 and Regulation 27 (3) of the e-Government General Regulations of 2020)* | *[Fill in the details]** *Mention all planned projects*
* *Mention all ongoing projects*
* *Mention all completed projects*
* *Are all your projects been submitted to GISP?*
 |
|  | Hosting application on Government Data Center*(Pursuant to Section 25 (b)(ii) of the e-Government Act, 2019)* | *[Fill in the details]** *Where are your applications hosted?*
 |
|  | Conducting ICT security assessment and ICT Systems Review*(Pursuant to Section 46 (a) of the e-Government Act, 2019)* | *[Fill in the details]** *Have you conducted ICT Security Assessment and ICT systems Review?*
* *Mention the applications that have undergone the assessment*
 |
|  | Procedures for developing e-Government Systems*(Pursuant to Section 25 (a) of the e-Government Act,2019 and Regulation 23 of the e-Government General Regulations, 2020)* | *[Fill in the details]** *What procedures do you follow when developing e-Government systems*
 |
|  | Proper delivery of e-Government Services*(Pursuant to Section 28 of the e-Government Act, 2019 and Regulation 42 of the e-Government General Regulations, 2020)* | *[Fill in the details]** *Is there e-service support desk?*
 |
|  | Monitoring of ICT Systems*(Pursuant to Section 38 1(a) of the e-Government Act, 2019)* | *[Fill in the details]** *How do you monitor your ICT systems?*
* *What tools are used for monitoring?*
 |
|  | Proper backup and restoration mechanism*(Pursuant to Section 42 (a) of the e-Government Act, 2019)* | *[Fill in the details]** *Is Disaster Recovery Plan (DRP) established?*
* *Is backup taken and tested?*
 |
|  | How is the application maintenance and support done?*(Pursuant to Section 25 (c) of the e-Government Act, 2019)* | *[Fill in the details]** *How are ICT systems supported? Is it in house or third party?*
* *Are ICT staff competent to support the systems*
* *Is the maintenance done?*
* *Is there any SLA with the vendor on support and maintenance?*
 |

1. ICT PROJECT PROGRESS REPORT

*[For each project, Fill it in a separate sheet]*

|  |  |  |
| --- | --- | --- |
| Project Name |  |  |
| ProjectManager |  |  |
| Project Duration | Start Date: | End date: |
| Date Prepared |  |  |
| Status | On track |  |
| Delayed | Reasons for Delay: |
| Key deliverables completed this period  | List of Deliverable completed  |
| **No.** | **Deliverable** | **Delivery Date** | **Completion Date** |
|  |  |  |  |
| Key Deliverable Outstanding | **No.** | **Deliverable** | **Delivery Date** | **Completion Date** |
|  |  |  |  |
| Key Deliverables for next reporting period | **No.** | **Deliverable** | **Delivery Date** | **Completion Date** |
|  |  |  |  |
| Risk Management | **List of Project Risks and Action Taken** |
| **No.** | **Risk** | **Action** |
|  |  |  |
| Issue Management | **List of Project Challenges and Resolution Taken** |
| **No** | **Issue Name** | **Action** |
|  |  |  |
| Change Management | List of Projects Changes |
| **No** | **Details** | **Approved** | **Rejected** |
|  |  |  |  |
|  |  |  |  |  |
| Prepared By: ………………………………..Designation: …………………………………Signature: ……………………………………Date: …………………………………………. | Verified By: ……………………….Designation: ………………………..Signature: …………………………..Date: ……………………………….. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPROVAL** | **Name** | **Job Title/ Role** | **Signature** | **Date** |
| Approved by |  | <<Institution Accounting Officer>> |  |  |