THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE - PUBLIC SERVICE MANAGEMENT

e-GOVERNMENT AGENCY

Document Name

Government ICT Projects Review Checklist

Document Title

eGA/EXT/PRC/004

ICT Project Review Checklist Items

1. Project Conceptualization	Yes	No	NA	Remarks (Ref. Doc & Page No)
1.1 Is the Project/Investment reflecting the Institution vision, mission, and goals/objectives?				
1.2 Is this Project/Investment consistent with the Institution's Strategic Plan?				
1.3 Does the Project/Investment align with the Institution's ICT Policy/Strategy?				
1.4 Is the Project/Investment reflecting the Institution vision, mission, and goals/objectives?				
1.5 Are the necessary documents submitted? (i.e. project proposal/business case/project write-up; feasibility study; project plan, etc.)				
1.6 Are the submitted documents approved by the Accounting Officer/Head of the Institution?				
1.7 Is the Project the Institutional priority?				
1.8 Does this Project comply with Government Policies, Standards, Guidelines, Procedures and circulars etc.?				
2. Business Process Environment	**Yes**	**No**	**NA**	**Remarks (Ref. Doc & Page No)**
2.1 Is the *"As Is"* descriptive included?				
2.2 Is the *"To Be"* description included?				
2.3 Are the impacts to other Institutions operations included?				
2.4 Are Values to the Public stated?				
2.5 Are Benefits to the Government included?				
2.6 Are Major Deliverables and Outcomes cleary mentioned?				
3. Project Ownership	**Yes**	**No**	**NA**	**Remarks (Ref. Doc & Page No)**
3.1 Are Roles and Responsibilities Mentioned?				
3.2 Is the Project/Investment support and sponsorship mentioned in project documents?				

		Yes	No	NA	Remarks (Ref. Doc & Page No)
3.3	Is the Project/Investment being implemented by the appropriate business process owner?				
4. Stakeholders Involvement		**Yes**	**No**	**NA**	**Remarks (Ref. Doc & Page No)**
4.1	Are the all key stakeholders identified and involved from the beginning of the project?				
4.2	Are the stakeholders requirements considered?				
5. Relationship with Other Similar Initiatives		**Yes**	**No**	**NA**	**Remarks (Ref. Doc & Page No)**
5.1	Is there a mention of other similar initiatives?				
5.2	Is there consideration for possibility of project duplication?				
6. Technology		**Yes**	**No**	**NA**	**Remarks (Ref. Doc & Page No)**
6.1	Have all hardware and network infrastructure components been identified?				
6.2	Is Infrastructure connectivity diagram included in the documents or attached?				
6.3	Does the Project tell anything about what kind of software environment will be used?				
6.4	Is the use of open source software considered?				
6.5	Is the system future scalability considered?				
6.6	Is the system scope specified?				
6.7	Are all the modules/phases considered?				
6.8	Are the current and future plans considered?				
6.9	Are integration and/or interoperability issues with other systems considered?				
6.10	Is it stated how the system will be accessed e.g. web based etc.?				
6.11	Does the Project covers security of the system?				
6.12	Does the Project tell anything about the System Reliability and Availability including Business Continuity/Disaster Recovery?				
6.13	Is the change of technology considered in				

	the Project?				
	7. Project Timeline	**Yes**	**No**	**NA**	**Remarks (Ref. Doc & Page No)**
7.1	Is there in project documents a project plan or Gantt chart that provide appropriate milestones?				
7.2	Is the Project completion duration specified?				
7.3	Are the modular/phases durations documented?				
7.4	Is a Summary Project Management Schedule included in the project documents?				
	8. Project Sustainability	**Yes**	**No**	**NA**	**Remarks (Ref. Doc & Page No)**
8.1	Does the Project tell the involvement of the internal ICT team during the Project/system development cycle?				
8.2	Do the project documents state how the ICT Project/Investment will be Maintained and Operated?				
8.3	Does the Project tells about the user training?				
	9. Financial Consideration	**Yes**	**No**	**NA**	**Remarks (Ref. Doc & Page No)**
9.1	Are Funding Sources identified?				
9.2	Itemized project expenditure?				
9.3	Itemized project revenue estimation (if applicable)?				
9.4	Estimated project maintenance costs?				
	10. Risk Management	**Yes**	**No**	**NA**	**Remarks (Ref. Doc & Page No)**
10.1	Have all required sections of the Risk Management been mentioned?				
10.2	Have potential risks been addressed in the Risk Management?				
	11. Other Alternatives or Consideration	**Yes**	**No**	**NA**	**Remarks (Ref. Doc & Page No)**
11.1	Have all options/alternatives solutions to the project been considered and documented?				

1. ICT Project Review Checklist Approval

Institution Name:

Project Name:

APPROVAL	Name	Job Title/ Role	Signature	Date
Prepared By (Head of ICT Department/ Unit)				
Approved by (Accounting Officer)				