**<<-- 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 |  | | | |  | | |
| Project  Manager |  | | | |  | | |
| 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: ……………………………….. | | | |

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