

2023 WORKPLAN (SOFTWARE DEPARTMENT, SITA)

SN	ACTIVITY	STRATEGIES FOR IMPLEMENTATION	EXPECTED OUTPUT	COST (N)	TIME FRAME	KEY PERFORMANCE INDICATORS (KPI)	RISK	MITIGATION
1	E- Verification and data capturing of Ondo State Civil servants	<ul style="list-style-type: none"> *Visit and liaison with relevant Major Stakeholders (HOS, AG, Office of Establishments etc.) *Design of software *Approval of Software and hosting. *Liaising other stakeholders (AG office), and other SITA departments (CDM) and planning for implementation on card printing *Training of MDA desk officers *Mobilization of MDAs for data capturing *Clean-up of data for digital card printing and documentation 	<ul style="list-style-type: none"> *Standardize d E- Verification and data capturing software designed *Approval by Mr. Governor *Authentic Civil servants' list collection and incorporated for data capturing exercise *Reliable and up-to-date data for civil servants generated *Digital ID cards for Civil Servants 	5,000,000	2018- On going	14,230 Cards Printed.	<ul style="list-style-type: none"> *untimely approval of fund for on-going exercise *Data Hacking 	<ul style="list-style-type: none"> *Timely release of fund. *Motivation for on-the job personnel. *Timely and safe multinet Back-end Backup.

			printed and issued.					
2	E- Pension verification	<p>*Visit and liaison with relevant Major Stakeholders (HOS, Pension office, AG office, Office of Establishments etc.)</p> <p>*Approval of Software proposal by Mr. Governor.</p> <p>* Design of software, and hosting.</p> <p>*Training of Pension desk Officers</p> <p>*Implementation of software.</p> <p>*Review</p>	<p>*Relevant procedures for the solution, understood and received by major stakeholders , and reliable/up to date pensioners' data discussed.</p> <p>*Approval received.</p> <p>*Standardize d E- Pension Software designed.</p> <p>* Relevant stakeholders trained.</p> <p>*E-Pension verification ongoing</p> <p>*Project Improvement</p>	5,000,000	2018- On going	** no of pensioners verified	<p>*untimely approval of fund for on-going exercise</p> <p>*Data Hacking</p>	<p>*Timely release of fund.</p> <p>*Motivation for on-the job personnel.</p> <p>*Timely and safe multinet Back-end Backup.</p>
3	Automated Examination System (AES)	*Visit and liaison with relevant Major Stakeholders (HOS,	Relevant procedures for the	5,000,000	2019- On going	2 Pilot schools operating with AES	*untimely approval of fund for on-	*Timely release of fund.

		<p>MoE, AG office, Office of Establishments, TESCOM etc.)</p> <ul style="list-style-type: none"> *Feasibility Study to Pilot schools *Approval of Software proposal by Mr. Governor. * Design of software, and hosting. *Training of School desk Officers (ICT) *Implementation of software. *Review 	<p>solution, understood and received by major stakeholders , and flow of procedure discussed.</p> <ul style="list-style-type: none"> *Approval received. *Standardize d AES Software designed. *Pilot schools ICT desk officers trained. *AES implementat ion carried out and ongoing *AES project improved 				<p>going exercise</p> <ul style="list-style-type: none"> *Equipment failure *Data Hacking 	<ul style="list-style-type: none"> *Motivation for on-the job personnel. * Adequate maintenance and security of resources and equipment. *Timely and safe multinet Back-end Backup
4.	E- Registry (E-Reg)	<ul style="list-style-type: none"> * Feasibility Study/Visit and liaison with relevant Departments (PS office, Admin and Registry. * Approval of Software proposal by Mr. Governor. 	<p>Relevant procedures for the solution, understood and received by major stakeholders , and flow of</p>	10,000,000	2023- (New)	SITA (Pilot Agency)	<ul style="list-style-type: none"> * untimely approval of fund for on-going exercise * Equipment failure *Data Loss 	<ul style="list-style-type: none"> * Timely release of fund. *Motivation for on-the job personnel. * Adequate maintenance and security of resources and equipment.

		<ul style="list-style-type: none"> * Design of software, and hosting. *Training of Amin, Registry desk Officers. *Test running /Implementation of software. *Review 	<ul style="list-style-type: none"> procedure discussed. *Standardize d E-Reg Software designed. *Desk Officers Trained. *E-Reg implementat ion carried out and ongoing *E-Reg project improved. 				<ul style="list-style-type: none"> * Staff non complacency 	<ul style="list-style-type: none"> *Timely and safe multinet Back-end Backup *Training and Orientation of staff.
5	<p>All License Renewal Annual renewal of MS Office 365 for political office holders/ renewal of cloud server (INTERNET ACCESS) for ODBIR</p> <p>Upgrade and Update of Ondo State Website</p>	<p>Maintenance and upgrading of Ondo state dynamic website with provision for</p>	<p>Improved and secured Electronic Communication (Email) among Political office holders with Mr. Governor.</p> <p>Ondo state Online</p>	50,000,000	<p>On-going</p> <p>On-going</p>	<p>Ondo State</p> <p>Worldwide coverage of Ondo State Online</p>	<ul style="list-style-type: none"> *Email Expiry *Email error/problems <p>Website down time.</p> <ul style="list-style-type: none"> *Email error/problems 	<ul style="list-style-type: none"> * Timely release of fund. *Prompt technical support by SITA Team. <p>Website down time.</p> <ul style="list-style-type: none"> *Email error/problems

		other MDAs online presence.	presence/worldwide coverage			presence/activities	*Website Hacking	*Website Hacking
	Upgrade and Update of SITA Website.	Maintenance and upgrading of SITA dynamic website with provision for all department's activities/ online presence	Dynamic Website launched		On going	Worldwide coverage of SITA Online presence/activities.	*Website down time. *Email error/problems *Website Hacking	Timely release of fund for renewal. * Prompt technical support by SITA Team. * Website security and adequate Back-end/data Backup.