



NIGERIA SOCIAL INSURANCE TRUST FUND
INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT
ACTIVITY LIST

The activity list for the dummy test of the eNSITF EBS solution is enumerated below:

S/N	Activity Description	Responsible Party(ies)	Timeline	Date
1	Collect list of selected users from each user department	NSITF, ICT Dept.	1 day	14/04
2	Send user list to vendor to create user access & also create super admin access for ICT Department	NSITF, ICT Dept	1 day	14/04
3	Share EBS user manual with ICT Dept	P2E	1 day	14/04
4	Share user access credentials	P2E	1 day	15/04
5	Validate user access credentials	NSITF, User depts.	1 day	17/04
6	Define Dummy test scope in accordance with SOPs	NSITF, User depts.	1 day	17/04
7	Vendor to share user training video or materials for system users (esp. branch level)	P2E	1 day	18/04
8	Conduct dummy test on eNSITF EBS	NSITF, User depts.	2 days	18/04 – 19/04
9	Monitor the test and get user feedback	ICT, P2E	2 days	18/04 – 19/04
10	Design feedback form and share with user departments	NSITF, ICT Dept.	1 day	17/04
11	Collate user feedback and share with Vendor	NSITF, ICT Dept.	1 day	19/04
12	Completion of dummy test	NSITF, ICT Dept.	1 day	19/04

[Handwritten signature]
 14/4/23

CONFIDENTIAL

S/N	Activity Description	Responsible Party(ies)	Timeline	Date
13	Preparation of report of the outcome and share with relevant stakeholders	NSITF, ICT Dept.	1 day	20/04
14	Schedule a review meeting with all stakeholders	NSITF, ICT Dept.	1 day	20/04

The proposed timeline for the entire activity is Seven (7) days to be completed on 20th April 2023.


Gbahbong Manfa