SUBMITTED BY : ICT Manager

SUBMITTED TO: AGM Corporate Service

DISTRIBUTION :

DIVISION: Corporate Service

MONTH OF REPORT: June

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| **DESCRIPTION** | | | |
| **S/N** | **PROGRESS** | **PROBLEM** | **PLAN** |
| **1** | **ERP Deployment on going, the entire Department have been visited, HR Module deployment, the department is inputting staff data** |  | **There is plan to deploy both C& P and Due Diligence Module for input and test running this week** |
| **2** | **The website and domain renewal done, Updated and maintain the website.** |  |  |
| **3** | **System clean/Document Backup for staff at all location** |  | **The plan to Complete this week.** |
| **4** | **Ensure internet at all location** | **Internet connectivity during video conference live stream due to poor signal from service providers** | **There is a plan to get more reliable providers after the deployment of the ERP although at a high cost.** |
| **5** | **Additional system for staff** |  | **There is need for two more additional system for Lagos office and HSE officer at Base 2** |
| **6** | **Fixing Shore Base maintenance and other Communication device on board ENL** |  | **The is plan to complete it next week** |
| **7** | **Maintenace/Repair: fix printer and replace Laptop charger for Business development** |  |  |
| **8** | **Updated the AC Maintenance schedule log spreadsheet** |  |  |
| **9** | **Gotomeeting software renewal at the cost of $468 yearly.** |  | **There is plan to get a less expensive one or go ahead to renew,it expies next month july 2018.** |
| **10** | **Resolve technical issue for all staff.** |  |  |
| **11** | **Additional CUG line to make it 60lines now** |  |  |
| **12** | **Sims swap for lost sim** |  |  |
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