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|  | **MTEF REPORTING MATRIX VOTE CODE: 062 VOTE NAME: Ministry of Works and Transport -Transport SUB\_VOTE CODE: 5002 SUB\_VOTE NAME: Transport Services TR NO: 170LTR PISC Name : Land Transport Regulatory Authority - LATRA** | |  |
| **DIRECTORATE/UNIT** | **INFORMATION AND COMMUNICATION TECHNOLOGY UNIT** | **MONTH** | **YEAR** |
| **FEBRUARY** | **2024** |

| **A** | **PLANNED ACTIVITIES** | | | | | | | | |
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| **S/N** | **CODE** | **ACTIVITY DESCRIPTION** | **IMPLEMENTATION PERFORMANCE FOR THE JANUARY 2024** | **CUMMULATIVE PERFORMANCE STATUS BY END OF AUGUST 2023** | **ASSESSMENT (CUMULATIVE STATUS)** | | | | **REMARKS ON IMPLEMENTATION** |
| **Estimated % Completed** | **On track** | **At Risk** | **Off track** |
| **1** |  | **2** | **3**  **4** | **4**  **6** | **5** | **6** | **7** | **8** | **9** |
|  | **E** | OBJECTIVE DESCRIPTION: | AUTHORITY CAPACITY TO IMPLEMENT LAND TRANSPORT REGULATION IMPROVED. | |  |  |  |  |  |
|  | E10 | TARGET DESCRIPTION | **Four (4) ICT Governance tools implemented by June 2025** | |  |  |  |  |  |
|  | **E01C01** | To participate in One Seminar on Capacity building for ICT Steering Committee Members by June, 2024 (To be conducted in the 3rd Quarter.) |  | Completed action planning. | 100 | √ |  |  | This activity was completed for 2023/2024 |
|  | **E01C02** | To Participate in two (2) Workshop/Seminars in ICT Technical and Cyber Security by June 2024 (2nd, 3rd Quarter.) |  | Completed action planning. | 10 | √ |  |  |  |
|  | **E01S01** | To Prepare Four (4) ICT Governance tools (Institutional ICT Strategy, ICT service management guidelines, Institutional Enterprise Architecture, institutional ICT asset management policy) by June, 2024 (Complete one Tool per quarter.) |  | Completed action planning.  Continued with review of QMS Documentation.  Produced the first Draft of a Redesigned LATRA Network Infrastructure with 2 main nodes at Mikocheni and Dodoma. This is a key input to the final enterprise architecture. Reviewing to add a third node.  Contributed in preparing Policy statements for the national ICT Strategy. | 10 | √ |  |  |  |
|  | **E01S02** | To convene Eight (8) ICT Steering Committee Meetings by June 2024 (Hold at least One meeting per quarter) |  | Continued with preparation of documents for the 6th Ordinary Meeting. | 5 | √ |  |  | 7th Ordinary Meeting planned to be held on the 1st or 2nd week of February, 2024 |
|  | **E01S03** | To convene Four (4) Meeting for Change Advisory Board and BCP and DRP Team Meetings by June 2024 (Hold at Least 1 Meeting per quarter) | Conducted 3rd emergence Change advisory board Meeting on 28 February,2024  Meeting agenda was deliberation of the change request received. | Completed action planning and continued updating DRP and BCP Documents. | 5 | √ |  |  | The 5th ordinary meeting to be conducted on the end of the February,2024 |
|  | E11 | TARGET DESCRIPTION | **Two (2) frameworks for electronic data management implemented by June 2025** | |  |  |  |  |  |
|  | **E01D01** | To Develop of LATRA Data Warehouse by June 2024( Spending distributed quarterly in all Four(4) quarters) |  | Completed action planning. | 5 | √ |  |  |  |
|  | E12 | TARGET DESCRIPTION | **Infrastructure and systems upgraded and integrated to key stakeholders by June 2025** | |  |  |  |  |  |
|  | E01C01 | To Conduct annual Cyber Security awareness programme for 150 staff by June 2024 (Spending distributed twice in the 2nd and 3rd Quarter) | Continued with email based weekly Cyber security awareness campaign - Protect Your Digital Self  Awareness was on Social awareness, Securing Instant Messaging and Chat Apps and Password Hygiene | Completed action planning. | 10 | √ |  |  |  |
|  | **E01S01** | To facilitate Payment for all (100%) ICT Equipment Repair and Maintenance contracts by June 2024 (Spending distributed quarterly all 4 quarters) |  | Completed action planning and continued to oversee ICT equipment maintenance. | 5 | √ |  |  |  |
|  | **E01S02** | For Facilitate Payments For the 15 ICT Systems Annual Support Contracts by June 2024 (spending distributed quarterly on all 4 quarters) |  | Completed action planning and continued to monitor annual support contracts.  Participated in Human Capital Management Information System (HCMIS) Implementation in Morogoro.  Continued with RRIMS after deployment support and Improvements.  Conducted VTS improvements user acceptance tests. (UAT) | 5 | √ |  |  |  |
|  | **E01S03** | To conduct two (2) Technical meetings for the Improvements and Support of Vehicle Tracking System by June 2024 (Spending distributed quarterly overall 4 quarters) |  | Completed action planning, performed ongoing improvements UAT, improved integration of Passenger information system to LATRA intranet and continued to improve the concept note for new Vehicle Tracking System.  Conducted VTS improvements user acceptance tests. (UAT) and contract performance review. | 10 | √ |  |  |  |
|  | **E01S04** | To connect One bus terminal and One weigh bridge with LATRA ICT backbone by June 2024 (Spending distributed quarterly over all 4 quarters) |  | Completed action planning.  NICTBB connectivity initiated for Makambako and connected by TTCL. | 10 | √ |  |  |  |
|  | **E01S05** | To conduct annual Vulnerability Assessment and Penetration Test of two (2) ICT Systems by June 2024 ( Spending distributed over the 3rd and 4th quarters) | Performed vulnerability assessment and pen testing on RRIMS and RRIMS Mobile App | Action plan completed.  Performed RRIMS Logs review.  Performed vulnerability assessment and penetration tests for 10 regional networks (Dodoma, Mwanza, Arusha, Kilimanjaro, Tanga, Mbeya, Tabora, Simiyu, Morogoro and Pwani). | 10 | √ |  |  | Ongoing continue security assessment and pen testing of the systems and network infrastructure |
| 12 | **E01S06** | To integrate LATRA Road Licensing System with two (2) relevant stakeholders by June 2024 ( Spending Distributed over all 4 quarters) |  | Final Reviews of TRC DSA undertaken.  ICTO – Developer attended 1 week GovESB workshop at eGA Iringa offices for development of an end point to Integrate with Tanzania Tourist Board. DSA to follow.  ZARTSA DSA Reviewed.  DART DSA Reviews undertakes. | 10 | √ |  |  |  |
| 13 | **E01S07** | To Conduct Monitoring and Support of ICT Operations in 24 Regional Offices by June 2024 (Spending distributed over all 4 quarters, 6 regions visited per quarter) |  | Completed action plan, facilitated installation of NICTBB at Makambako and initiated procurement of connectivity equipment for Makambako Office.  Decommissioning of LAN and ICT equipment at Simiyu old LATRA Office and Installation and commissioning of ICT equipment at Simiyu LATRA new office  Opened system accounts for all new staff including capturing their finger prints.  974 Service Desk requests received. 60% resolved. This indicates a drop in number in terms of issues raised and improved resolution rate.  Approval to visit 6 Regions Initiated. | 10 | √ |  |  |  |
| 14 | **E01D02** | To Develop of e-ticketing by June 2024 (Spending distributed Over all 4 quarters) |  | Completed action plan and continued engagement with eGA for approval of the concept note.  eGA returned the Project to LATRA requesting for stakeholder meeting supporting documents. | 5 | √ |  |  |  |
| 15 | **E01D03** | To Procure all (100%) required ICT Equipment by June 2024 (Spending distributed over 2nd, 3rd and 4th quarters) | Preparation of Memo of ICT Security tool and Specification. | Completed action plan and started preparation of technical specifications for ICT equipment.  ICTO – Network Attended NeST training at Iringa for one week.  Continued preparation of system specifications for ICT Equipment procurement. | 5 | √ |  |  |  |
|  | **E01D01** | Development and Improvements of Four (4) ICT Applications (RRIMS, DTS and Mobile Applications, Taxi Meters, VTS) by June 2024 | Participate on the UAT for RRIMS improvement | RRIMS sprint one improvements deployed.  Conducted post Improvement deployment support continued and planning for second sprint.  Improvements status presented during DRTR Annual meeting.  Upgraded mobile application addressing google play privacy policy issues, simplified search and migration link changes uploaded.  Started working on API (Application Programming Interface) level upgrade requirement by google. | 5 | √ |  |  |  |

| **B** | **B. UNPLANNED ACTIVITIES** | | |
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| **SN** | **Un Planned Activity** | **Implementation Status** | **Remarks** |
|  |  |  |  |

| **C** | **PLAN FOR THE COMING MONTH** |
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| **S/N** | **Activity** |
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