**NAME – JOSEPH UGBEVA**

**UNIT – LEGAL UNIT**

**DESCRIPTION – GOALS FOR 2022**

**DEPARTMENT – DIRECTORATE OF CORPORATE AFFAIRS**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **CATEGORY** | **GOALS** | **GOALS DESCRIPTION** | **TIMELINE** |
| **1** | **LW GLOBAL COMMUNITIES OF PRACTICE** | RESTRUCTURE THE COP PORTAL TO HAVE BOTH OPEN AND RESTRICTED CONTENT | I WOULD BUILD TWO SEPARATE INTERFACES FOR VISITORS AND MEMBERS OF THE COP.  WHEN POSTS ARE MAID BY THE ADMIN, THERE WOULD BE AN OPTION TO EITHER MAKKE IT VISIBLE TO ALL OR RESTRICTED TO JUST MEMBERS | JAN 2022 |
|  |  | INTEGRATE TRAINING PLATFORMS | I WOULD CREATE A SECTION FOR UPLOADING TRAINING VIDEOS FOR MEMBERS OF THE COP TO WATCH AND TAKE QUIZ | FEB 2022 |
|  |  | MONTHLY PRAYER CONFERENCE | I WOULD ENSURE THAT THE MONTHLY COP PRAYER CONFRENCE IS HELD EVERY MONTH AND ATTENDANCE IS MONITORED | MONTHLY |
|  |  | YEARLY PROGRAMS | I WOULD CREATE A PAGE WHERE THE YEARLY PROGRAMS OF THE COP WOULLD BE UPLOADED AND DISPLAYED | JAN 2022 |
|  |  | GROUP ACTIVITIES | I WOULD CREATE A SECTION WHERE ACTIVITIES OF EACH COP GROUP WOULD BE UPOADED FOR THEM TO SEE | FEB 2022 |
|  |  | BIRTHDAY CARDS | I WOULD CREATE A SECTION WHERE BIRTHDAY CARDS CAN BE UPLOADED Y THE ADMIN FOR PEOPLE TO VIEW | JAN 2022 |
| **2.** | **NAZER** | UPGRADE WEBISTE | I WOULD UPGRADE THE DESIGN OF THE NAZER WEBSITE |  |
|  |  | RECORD MANAGEMENT SYSTEM | I WOULD BUILD A RECORD MANAGEMENT SYSTEM FOR NAZER WHERE ALL THEIR PRODUCTS AND SERVICES WOULD BE ARCHIVED AND TRANSACTIONS RECORDED | 3 MONTHS |
| **3.** | **LEGAL** | LEGAL PORTAL | I WOULD ENSURE THAT THE PORTAL FOR THE LEGAL UNIT IS EFFICIENT AND HOSTED | FEB 2022 |
|  | **EQUITY INTERNATIONAL** | UPDATE WEBSITE | I WOULD ENSURE THAT THE NAZER WEBSITE IS CONSTANTLY UPDATED | MONTHLY |
|  |  |  |  |  |
| 4. | **OTHERS** | AUTOMATION OF THE ATENDANCE MANAGEMENT SYSTEM IN THE DEPARTMENT | I WOULD BUILD A SOLUTION WHERE ATTENDANCE TO WORK AND MEETINGS CAN BE EFFICIENTLY RECORDED | SECOND QUARTER |
|  |  |  |  |  |
| 5. | **OTHERS** | QUIZ/ EXAMINATION SYSTEM | I WOULD UPDATE THE CURRENT QUIZ/ EMAMINATION SYSTEM FOR DEPARTMENTAL RECRUITMENT | SECOND QUARTER |
|  | **OTHERS** | REPORT SUBMISSION SYSTEM | I WOULD BUILD A PROPER REPORTING SYSTEM FOR THE DEPARTMENT FOR WEEKLY, MONTHLY AND ANNUAL SUBMISSION OF REPORTS | THIRD QUARTER |
|  | **OTHERS** | RAISE 1 MILLION NIRA FOR MY UNIT | I INTEND TO RAISE AT LEAST A MILLION NIRA FOR MY UNIT THROUGH THE BUILDING AND DEVELOPMENT OF SOFTWARES/SOLUTIONS FOR DIFFERENT UNITS/DEPARTMENTS IN MINISTRY |  |
| 6. | **PERSONAL GOALS** | RECEIVING AWARDS | I INTEND TO COLLECT THE FOLLOWING AWARDS:   1. PROGRAMMER OF THE YEAR 2. SPECIAL INOVATION AWARD |  |