**SRS EXERCISE VIHIGA COUNTY COREBIZFRAME IMPLEMENTATION**

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| DATE | ACTIVITY | DELIVERABLE | ACTION BY |
| 8/10/14 | PRE-KICK OFF MEETING | Launch of SRS Exercise at Vihiga County | CLL team/Vihiga County |
| 9/10/14 | Infrastructure & integration systems at Vihiga County HQ | -get infrastructure and systems in place at Vihiga  - SRS report on Software and hardware in Vihiga county  -systems to be interfaced  - internet connectivity in head quarters  -identify officers who ll use the system in HQ  -do they have computers and connectivity  -LAN/WAN in place type and security  -Server room- access control, power back up in place, AC | Omondi  Benson  Rop |
| 10/10/14 | Meeting with Revenue and enforcement team | -understanding of the revenue streams  -understand how each revenue stream is collected manually  -understanding enforcement process of each revenue  -identify the team in revenue collection  -understand the role of each team in the organizational chart  -  -identify revenue streams that will undergo automation process to be done by POS  - get the number of revenue collectors in the county  -get the revenue streams in each unit/county  - revenue collection workflow  -revenue collection organizational chart  -enforcement team organization structure  -collection/policy guiding revenue collection in the counties  -challenge of collecting each revenue collection in the county - tablet | Chief Revenue Officer  Rop Kiplagat  Omondi E  Benson E  ICT Director |
| 13/10/14 | Site Visit – Luanda market  Luanda sub-County | -meet the sub- county revenue officer  -identify the revenue streams in the sub- county  -identify the number of revenue collectors in the sub county  -identify the power, infrastructure, internet connectivity, GSM network  -identify the power back,  -see how each revenue collection is done manually  -workflow diagram of each revenue collection  -identify revenue streams to be automated  -organizational chart of the revenue collection in the sub county  -organizational chart of the enforcement team  -identify the total revenue per stream per day/week/month  -identify the peak seasons for revenue collection per revenue stream  -identify the lowest revenue collection per stream and amounts  -identify the average the daily collection per stream (frequency)  -what’s revenue streams for last 6 months  -identify reports generated daily, weekly, monthly, quarterly-  -how is enforcement done by revenue stream  -table of enforcement per revenue | Elija O  Rop Kiplagat  Benson Muchika  Chief Revenue Officer  ICT Director |
| 14/10/14 | Site Visit – Mbale market  Vihiga sub- County | -meet the sub- county revenue officer  -identify the revenue streams in the sub- county  -identify the number of revenue collectors in the sub county  -identify the power, infrastructure, internet connectivity, GSM network  -identify the power back,  -see how each revenue collection is done manually  -workflow diagram of each revenue collection  -identify revenue streams to be automated  -organizational chart of the revenue collection in the sub county  -organizational chart of the enforcement team  -identify the total revenue per stream per day/week/month  -identify the peak seasons for revenue collection per revenue stream  -identify the lowest revenue collection per stream and amounts  -identify the average the daily collection per stream (frequency)  -what’s revenue streams for last 6 months  -identify reports generated daily, weekly, monthly, quarterly-  -how is enforcement done by revenue stream  -table of enforcement per revenue | Elija O  Rop Kiplagat  Benson Muchika  Chief Revenue Officer  ICT Director |
| 15/10/14 | Site Visit – Kiboswa market  Hamisi sub- County | -meet the sub- county revenue officer  -identify the revenue streams in the sub- county  -identify the number of revenue collectors in the sub county  -identify the power, infrastructure, internet connectivity, GSM network  -identify the power back,  -see how each revenue collection is done manually  -workflow diagram of each revenue collection  -identify revenue streams to be automated  -organizational chart of the revenue collection in the sub county  -organizational chart of the enforcement team  -identify the total revenue per stream per day/week/month  -identify the peak seasons for revenue collection per revenue stream  -identify the lowest revenue collection per stream and amounts  -identify the average the daily collection per stream (frequency)  -what’s revenue streams for last 6 months  -identify reports generated daily, weekly, monthly, quarterly-  -how is enforcement done by revenue stream  -table of enforcement per revenue | Elija O  Rop Kiplagat  Benson Muchika  Chief Revenue Officer  ICT Director |
| 16/10/14 | Site Visit  Sabatia sub- County | -understanding of the revenue streams  -understand how each revenue stream is collected manually  -understanding enforcement process of each revenue  -identify the team in revenue collection  -understand the role of each team in the organizational chart  -  -identify revenue streams that will undergo automation process to be done by POS  - get the number of revenue collectors in the county  -get the revenue streams in each unit/county  - revenue collection workflow  -revenue collection organizational chart  -enforcement team organization structure  -collection/policy guiding revenue collection in the counties  -challenge of collecting each revenue collection in the county - tablet | Elija O  Rop Kiplagat  Benson Muchika  Chief Revenue Officer  ICT Director |
| 17/10/14 | Emuhaya sub-County | -meet the sub- county revenue officer  -identify the revenue streams in the sub- county  -identify the number of revenue collectors in the sub county  -identify the power, infrastructure, internet connectivity, GSM network  -identify the power back,  -see how each revenue collection is done manually  -workflow diagram of each revenue collection  -identify revenue streams to be automated  -organizational chart of the revenue collection in the sub county  -organizational chart of the enforcement team  -identify the total revenue per stream per day/week/month  -identify the peak seasons for revenue collection per revenue stream  -identify the lowest revenue collection per stream and amounts  -identify the average the daily collection per stream (frequency)  -what’s revenue streams for last 6 months  -identify reports generated daily, weekly, monthly, quarterly-  -how is enforcement done by revenue stream  -table of enforcement per revenue | Elija O  Rop Kiplagat  Benson Muchika  Chief Revenue Officer  ICT Director |