

**PROPOSAL FOR
REARRANGING, RE-
INDEXING, AND
DIGITALIZATION
PROJECT FOR NDIC-
AMD LAGOS.**

Executive Summary

The NDIC-AMD Lagos Rearrangement, Re-indexing, and Digitalization Project is a forward-thinking initiative to modernize Nigeria's archival systems. By addressing inefficiencies in physical storage and leveraging cutting-edge technology, this project aims to:

- Transform 4,000,000 physical documents into secure, searchable electronic records.
- Enhance document retrieval speed and accessibility.
- Ensure compliance with regulatory standards.
- Minimize risks associated with physical storage, including deterioration and loss.

This project will establish NDIC-AMD Lagos as a model for operational excellence in document management.

ABOUT US

Firstcom Technologies Limited is an ICT knowledge based, growth-oriented organization backed by very distinguished Nigerians and experienced development partners for the effective execution of a wide range of information and communication technology products and services.

We are a reputable ICT company, with versed experience in the production and supply of smart cards and smart card reader, visa and master card. We are guided by our common interest in the development of Nigeria infrastructure through technology, education, moral integrity and we are committed to transforming Nigeria thus we involve in ICT skill acquisition and human capital development.

VISION

To design and develop world class solutions through ICT and human capital development

MISSION

To deliver leading edge customer service through effective relationships with our clients and to deliver quality products and services that guaranties improved profit- ability, organization and performance therefore becoming a force in the world market.

1. Project Objectives

1. Optimize Physical Storage:

Rearrange existing archives to maximize storage efficiency and improve organization.

2. Re-index Records:

Implement a robust indexing system using barcodes or metadata to enable easy retrieval.

3. Digitize Documents:

Convert paper-based records into electronic formats, enabling advanced search capabilities through Optical Character Recognition (OCR).

4. Deploy a Document Management System (DMS):

Establish a secure, centralized repository for managing, retrieving, and tracking documents.

5. Enhance Compliance and Security:

Ensure documents meet regulatory requirements while protecting sensitive information.

2. Key Activities and Methodology

2.1. Phase 1: Assessment and Sorting

- **Objective:** Evaluate the current state of archives and categorize records.
- **Activities:**
 - Audit and inventory all physical records.
 - Identify duplicate, outdated, or redundant files for disposal.
 - Group records by department, function, and chronological order.

2.2. Phase 2: Rearrangement and Indexing

- **Objective:** Optimize physical storage while implementing a consistent indexing structure.

- **Activities:**

- Install modern, fireproof shelving systems to improve document storage and security.
- Develop and apply a standardized indexing format for all records.
- Use barcodes or QR codes for tracking and retrieval.

2.3. Phase 3: Digitization of Documents

- **Objective:** Create searchable, electronic versions of all physical documents.

- **Activities:**

- High-speed scanning of 4,000,000 records.
- Apply OCR to extract text and metadata for advanced search capabilities.
- Verify and validate digital copies to ensure accuracy and completeness.

2.4. Phase 4: ECM Deployment and Integration

- **Objective:** Deploy an Enterprise Content Management (ECM) system for digital record management.

- **Activities:**

- Implement a user-friendly interface for document access and retrieval.
- Set up permissions and access controls for data security.
- Integrate the system with existing NDIC workflows for seamless operations.

2.5. Phase 5: Training and Handover

- **Objective:** Empower NDIC staff to manage and maintain the new system effectively.
- **Activities:**
 - Conduct hands-on training sessions for end-users and IT personnel.
 - Provide comprehensive user manuals and ongoing support

3. Implementation Timeline

Phase	Timeline
Assessment and Sorting	Week 1
Rearrangement and Indexing	Weeks 2–4
Digitization of Documents	Weeks 5–9
ECM Deployment and Testing	Weeks 10–12
Staff Training and Handover	Week 13

Role	Number of Personnel	Personnel
Project Manager	1	ODEH OCHE MARVIN
Software Developers	1	IVONGBE IMADE ESTHER
Interface Designers	2	Lotanna Egwuatu Murray E. Ataga
System Security Analyst	1	COSTLY UBONG I.
Separation Officer	1	Kapil Kale
Typist	1	MICHAEL PATRICK N.
Indexing officer	2	GEORGE JENNIFER OSEREMEN
Project Support	1	Blessing Jerry

4. Cost Implications

Activity	Details	Cost (₦)
Rearrangement and Sorting	Physical organization of archives	12,000,000
Digitization of 4,000,000 documents	Scanning and OCR processes	40,000,000
ECM Deployment	Software and integration setup	15,000,000
RFID Tagging and Indexing	Optional feature	20,000,000
Staff Training	Comprehensive training sessions	15,000,000
Miscellaneous Costs	Transport, logistics, etc.	5,000,000
Total Cost: ₦107,000,000		
VAT7.5%: ₦8,025,000		
GRAND TOATL: 115,025,000		

5. Expected Outcomes

- 1. Operational Efficiency:
 - Reduced document retrieval times by up to 70%.
 - Streamlined workflows with automated processes.
- 2. Enhanced Security:
 - Protection of sensitive records through fireproof systems and access controls.
 - Secure backups to mitigate risks of data loss.
- 3. Regulatory Compliance:

- Easily auditable records aligned with legal and organizational standards.

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4. Cost Savings:

- Reduced reliance on physical storage.
- Long-term savings through digitization and automation.

5. Sustainability:

- Improved document preservation for future use.
- Environmentally friendly processes through reduced paper usage.

6. Conclusion

The NDIC-AMD Lagos Rearranging, Re-indexing, and Digitalization Project represents a transformative step toward modernizing Nigeria's document management systems. By addressing inefficiencies and leveraging technology, this initiative will not only improve operations but also serve as a benchmark for organizational excellence in the country.