**PUBLIC SERVICE COMMISSION**

**ICT UNIT WORKPLAN REPORT**

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| **S/NO** | **OBJECTIVES** | **OUTCOME** | **OUTPUT** | **ACTIVITIES** | **INDICATORS** |
| 1 | To Implement network infrastructure(LAN) at the ministry | Effective Communication | Local area Network | * Design of network layout. * Prepare terms of reference (TOR) and specifications. * Procure the service. | Operational Local Area Network (LAN) |
| 2 | To implement an offsite backup system | Business Continuity | Offsite backup | * Identify site * Procure fireproof cabinet * Procure backup storage devices | Functional offsite backup |
| 3 | To enhance Enterprise Resource Planning, GHRIS, IFMIS | Effective management of PAS and Leave  Records management | PAS and Leave module | * Review and redesign Performance Appraisal and Leave management and modules. * Finalize integration of GHRIS and IFMIS * Train end user on new modules * Servicing of GHRIS servers, UPS and Switches * Repair and Maintenance of UPS batteries and power supply. * Procure window server 2012 | Enhanced GHRIS  Integrated GHRIS and IFMIS |
| 4 | To carry out regular preventive maintenance of ICT equipment. | Enhanced service delivery | Working ICT equipment | * Carry out an inventory ICT equipment * Procure maintenance service | Functional ICT equipment |
| 5 | To facilitate ICT skills training | ICT compliant staff | trained Officers | * Conduct surveys to establish the level of ICT literacy in the Ministry. * Conduct regular in-house training on basic ICT skills. | Number of Officers trained |
| 6 | To enhance Internet Connectivity | Enhanced communication | internet connectivity | * Conduct site survey to gather requirement. * Implement Government Common Core Network | Functional internet connectivity |
| 7 | To implement a web based inventory system | Well managed inventory | Inventory management system(Active Directory) | * Constitute Implementation team. * Prepare terms of reference(TOR) * Registering users * System implementation * User training | Functional Inventory management system |
| 8 | To enhance system security | Secured system | Updated antivirus | * Procure the latest antivirus * Install antivirus * Update antivirus | Up to date antivirus |
| 9 | To manage RMS management | Effective utilization of RMS | Management of RMS | * Training Users on the records management system | Implementation and training |