**MINISTRY OF LOCAL GOVERNMENT AND PUBLIC WORKS**

**DEPARTMENT: ICT**

**WEEKLY REPORT FOR THE WEEK ENDING 05 MAY 2023**

| **Outcome** | **Outputs** | **2023 TARGETS** | **Quarter Targets** | **Activities towards achieving the output** | **Progress** | **Challenges** | **Plans for the following week** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Training | No training completed | 2 | 1 | -Seek approval for the training  -Requesting funding  -Training conducted  -Report produced | -Identifying training needs has been done:  -Project Management  - Cisco Certified Network Associate (CCNA)  - Certified Information Security Manager (CISM)  - Certified Information Systems Auditor (CISA) | Funding | -Request quotations from the service providers in progress |
| ICT Policy Produced | ICT policy produced | 1 |  | -Revised stakeholder’s comments/input  -Conduct awareness campaigns.  -Liaise with other departments to implement the policy  -Review the policy | -The final document ICT Policy and Procedure Manual submitted to the PS for approval through the Chief Director of Finance and Administration  -work in progress | - | -Correction in, to be signed by the PS and distribute the copies to Departments. |
| Hardware and Software servicing and maintenance | Hardware and software serviced & maintained. | 10 | 3 | -Seek approval to carry out hardware and software servicing and maintenance  -Requesting funding.  -Site visits to provinces and district offices  -Reports produced | - Hardware and Software servicing and maintenance is now completed on the 24th of April 2023  Awaiting funds to go and serve other provinces i.e. Midlands, Mash West and Mash East.  - A report is being prepared and will be ready next week. | -funding | -Documents sent to Accounts for processing |
| ICT Disaster Risk Business and Continuity Plan Developed | Server room established | 1 |  | -Carry out follow-ups on budget release for the server room establishment  - Participate in the server room establishment works  - Ensure that all the equipment and job has been done by the service provider to standards | Waiting for the budget release of the cost of  $72 450  A follow-up letter has been sent to the Ministry of Finance. | Funding | -Follow up on budget release |
| Automation of internal and external processes | No systems developed | 2 systems | 1 | - Feasibility Study  - System Analysis  - Software Design  - Coding  - Testing  - Integration.  -Engagement with SAP service providers  -Engagements with development partners | On the 30th of March 2023 ICT Department, LLB AND Statelands held a meeting with Dr Sibanda Managing Director TTCS to discuss LLB and Statelands issues.  -Online services go live in progress.  -Statelands computerization at the documentation stage  -Testing traditional leaders system in progress and Civil Protection System | - | - Testing in the progress of Traditional Leaders Management System |
| Network upgrade at Head Office | The number of floors network upgraded | 4 Floors | 1 | - Procurement of the equipment.  - Execute the contract  -Request for funds  -Delivery of acquired material from the Donor  -Network upgrade installations | -Documents for the Head Office network upgrade have been sent to finance for funding for USD 42 000 | -Funding | -Follow up on budget release |
| Network upgrade in Provinces (Civil Protection) | No of the provinces networked | 4 Provinces: Mat North, Mat South, Mash Central,  Midlands | 1 | -Request for funding for the Network upgrade for the services provider | -2 provinces networked  (Mash East, Manicaland ) and the target is Mat North, mat South and Midlands | -Funding | -Documents have been sent to finance for T&s processing |
| Functional website established | Date Website established | 1 |  | -Updating website  -Website training  -Securing website  Request for SSL certificates procurement submitted at PMU | The website is currently in use and functions well | -Funding for SSL certificates | Follow up on procurement processes |
| CCTV Installations | Installation of CCTV | 1 | 1 | -Working with the service provider on the installation of the CCTV  -Ensuring that the network diagram has been designed  -Meetings with relevant departments  - Serve room clearance to be completed by Administration Department  -CCTV main switch to be installed in the server room.  -Testing functionality  -Training conducted | -Installations of the CCTV in progress | - Server room cleared for the main switch installations and configurations, which are in progress. | - Server room cleared and CCTV main switch installations and configurations are in progress. |