FGN SCORECARD FOR RANKING WEBSITES OF MDAS

SN	CRITERIA	KEY PERFORMANCE INDICATOR	WEIGHT (%)	TOTAL SCORE	WEIGHT*OVERALL / 100
1	Domain string (.gov.ng/ .ng) and local website hosting.	1) Ministries should have a .gov.ng domain. 2) Departments should end with .gov.ng. 3) Government initiatives, committees and units should also maintain .gov.ng domains. 4) Agencies must end with .ng string. Domain registration and website hosting to be in-country.	5.00	0	0
2	Appearance and aesthetics (Look and Feel)	1) Ministries and departments should maintain the official colors of Government ie green background (HTML hex colour value #007D53). 2) Agencies can maintain their individual agency's colors. 3) All Government websites should bear the coat of arms of the Federal Government of Nigeria on their homepage either as part of their logo, on their masthead or in their footer. 4) MDA name should be present on masthead. (Please note: The masthead is the top green bar that has the navigation and name of the MDA)	9.00	0	0

3	Content	Website is expected to have up to date content. Necessary details e.g names of management team members, addresses, etc must be up to date. Management updates, organisational changes, etc should be done within 24 hours. News items should not be older than 3 months. Use of images and multimedia items such as videos.	9.00		
				o	o
4	Relevance to MDAs mandate/ government policy	Content on website is expected to speak to the operation and business of the MDA. It must also be in line with the government policy that set up the MDA	9.00		
				o	o
5	Structure	MDA websites are expected to have at a minimum the following pages that are searchable from a search box: (a) Homepage (b) About MDA (c) Management team (d) Organogram (e) Services (f) Contact Us (g) Annual Reports MDA will score more if it has more relevant pages	8.00		
				o	o
6	Responsiveness(Device Compatibility)	MDA websites are expected to render properly on both desktop, tablets and mobile phones.	8.00		
				o	o

7	Security	Website is expected to have SSL certificates as basic security and Captcha where applicable ie on forms, feedback forms and other forms that need to be filled and submitted online. Extra website security will get more scores.	8.00	o	o
8	Load Time	The target load time for an MDA website should not be more than 10 seconds. MDA will score higher with faster load time. Www.tools.pingdom.com will used as approved test platform	6.00	o	o
9	Usability/ease of navigation	MDA website is expected to be easily navigable. It is desireble that all website pages should be reachable from Homepage	6.00	o	o
10	Availability /Uptime	Website is expected to be up/available for 90% of the time in a year. A higher uptime will get the website more scores. Www.uptimerobot.com will be used as the tool for measuring this.	6.00	o	o
11	Functionality	It is expected that website should provide the ability for citizens/stakeholders/customers to carry out some activities they would normally come to the office to carry out, e.g forms, brochures, nominall rolls, payments,etc. 1) Ministries and Departments - Downloaded resources like Brochures, Nominal Roll, Annual Reports, and Forms (if any) 2) Agencies - Online fillable forms/ downloadable forms	6.00	o	o

		and/or Brochures, Online Payment			
12	Interactivity	MDA website is expected to have a contact us page with physical address of the MDA, working @.gov.ng email address, a working feedback form,working contact phone number of MDA, departments/units. MDA will score extra marks if it makes available other interaction platforms e.g its social media links, a live chat, etc	10.00	o	o
13	Accessibility	MDA website is expected to have fonts that are easily readable both in type, size, and colour. Website will score more points if it takes into consideration people with special needs e.g photo-sensitivity, flashing text, and the ability to enlarge font size. Minimum font size requirement = 12 px. Expected font colour dark colour. Inclusion of language translation as an additional feature. To include the 3 major Nigerian languages and at least a foreign language, preferably French.	5.00	o	o
14	Capacity Building	MDA is expected to make their webmasters available for at least one website/CMS training to be organized by BPSR. MDA will score more marks if it can show	5.00	o	o

		proof of more relevant training for webmasters			
			100.00	o	o