*Department of Information Technology Management*

# Action Plan 2017

**Ministry of Finance**

# Executive summary

Information Technology ManagementDepartment (ITM) established under thepurview of Ministry of Finance  as per the decision taken by the Cabinet of Ministers on 28 November 2012. ITM is responsible for all automation activities of the departments of Ministry of Finance.Designing and maintaining IT systems and providing hardware maintenance support for the treasury departments and provision of information are main responsibilities of the department. ITM will focus on re-designing the web site, upgrade intranet and make customs data available in the intranet in first quarter.

Integrated Treasury Management Information System (ITMIS) project is going to be implemented in the ministry within this year. Once this project commenced, it will be necessary to have full-fledged IT division for the ministry of Finance  for successful implementation of the system.

There is high demand the data and information, but there is limited access to relevant information. Therefore, the department of Information Technology Management will provide, coordinate and facilitate the use of information and communication technology and resources to support decision making on designing executing and evaluating of fiscal policies and promote paperless trade to reach world class trading hub.

**Vision**

Fully automated Finance for a rapid economic growth.

**Mission**

Provide, coordinate and facilitate the use of information and communication technology and information resources to support decision making on designing, executing and evaluating of fiscal policies and promote paperless working environment

**Strategic Objectives**

To make sure automated systems and procedures for each departments using modern ICT

Provide Management Information for decision making body

To easy access for treasury information to the general public

Coordinate ICT activities of other departments to Achieving e- government objectives

**Core Responsibilities**

- ➢ Enhance the capacity of existing communication network
- ➢ Introduce document management system
- ➢ Ensure usage of ICT in treasury departments
- ➢ Coordinate the implementation of Single Window for International Trade
- ➢ Design a system to gather and disseminate statistical data requirement for decision making
- ➢ Capacity Development of the staff on ICT
- ➢ Introduce IT usage policies
- ➢ Provide fiscal related information to stakeholders
- ➢ Ensure the efficient use of ICT resources by providing maintenance support

| Activity | Duration Expected outcomes | | | | | | | | | | | | | Responsibility |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | |
| **1.Upgrading the Treasury Website** | | | | | | | | | | | | | Timely updated website | DG, AD, ICT Officers, SO |
| **1.1**Periodical Updating the website- Circulars, Gazettes , News, Reports, Publications in all three languages  etc. | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | | |
| **1.2** Giving training to Content Managers of Treasury departments for updating web pages**.** Home pages in three languages | █ | █ | | | | | | | | | | | | |
| **1.3**. Development of Apps  in order to highlight major changes of  economic indicators and policy changes | █ | █ | █ | | | | | | | | | | Obtain current economic information | DG,AD, ICT Officers, SO |
| | | | | | | | | | | | | | | |
| **2. Upgrade IT Infrastructure** | | | | | | | | | | | | | | |
| **2.1** Coordinate to  standardize the local area network in the MoF premises integrating all departments | ` █ | █ | █ | █ | | | | | | | | | Uninterrupted Infrastructure is available | DG, AD, ICT Officers, SO ICT Assistant |
| 3.**Upgrading the Treasury Intranet towards paperless office concepts** | | | | | | | | | | | | | | |
| **3.1** Evaluate existing  internet | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | | ICT Officers, SO,DO |
| **3.2** Remove obsolete information | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | | |
| **3.3** Make necessary changes to intranet system | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | Obtain current information | |
| **3.4**  Utilizing intranet  for internal Communication | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | █ | | |

| Activity | Duration Expected outcomes | | | | | | | | | | | | | | Responsibility |
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| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | | |
| **4.Upgrading the e-Mail System** | | | | | | | | | | | | | | | |
| **4.1** Ensure the usage of official e-mail by all staff to communicate with public<br><br>**4.2** E mail system will be changed to outlook  explorer  by ITMIS during 2017 | | | | | | | | | | | | | | Proper<br>e- mail system | AD, ICT Officers, SO |
| **5. Implementation of Government Payroll system   to fulfill the requirements for paying   the   salary   for   government servants  easily  and  accurately.** | | | | | | | | | | | | | | It will save time ,money and minimizing the risk of practical mistakes | DG,  AD, ICT Officers, SO,DO |
| **6. Implementation of a Human Resource Information system for MoF capturing all employee data**<br><br>**6.1** Modules include leave, attendance, training and development , performance evaluation, transfers and promotions , benefits , management and organizational charts etc. | | | | | | | | | | | | | | Well established HR management system | DG, AD, ICT Officers, SO |

| Activity | Duration Expected outcomes | | | | | | | | | | | | | | Responsibility |
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| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | | |
| **7. Hardware Maintenance** | | | | | | | | | | | | | | | |
| **7.1** Provide hardware facilities to all departments in the treasury by giving efficient service | | | | | | | | | | | | | | Efficient hardware maintenance system | AD, ICT Officers, Maintenance Team |
| **7.2** Maintain the treasury network resources consisting of about 800 computers and 400 printers and other connected devices in order to strengthen the capacities of treasury departments<br>**7.3**. Re-engineering and system automation to reduce cost<br>**7.4** In house computer repairing on Major problems<br>**7.5**. Supplying of services to other departments under the preview of the ministry<br>**7.6** Onsite computer repairing on trouble shooting<br>**7.7**. Repair of Printers and UPS | | | | | | | | | | | | | | Efficient hardware maintenance system | AD,ICT Officers, Maintenance Team |
| **8.Periodical publication of news bulletin**<br>**8.1** Social media publications , Knowledge sharing<br>**8.2** IT discussion - TEC Talks | | | | | | | | | | | | | | knowledgeable staff | DG,PAO |

| Activity | Duration Expected outcomes | | | | | | | | | | | | | Responsibility |
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| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | |
| **9.Monitoring & Evaluation** | | | | | | | | | | | | | Well-functioning department | DG, AD, DO,RA |
| **9.1** Prepare the Annual Action Plan | | | | | | | | | | ▓ | ▓ | | | |
| **9.3** Progress reviewing | | | | | | ▓ | ▓ | ▓ | | | | | | |
| **9.4** Progress reports preparing | ▓ | ▓ | ▓ | | | | | | | | | | | |
| **9.5** Prepare the Annual Budget | | | | | | | ▓ | ▓ | | | | | | |
| **10**. **Training Programmes Plan**<br><br>**10.1**. Team for access positive ICT changes in other countries suitable to our society<br>**10.2** Certified of CISCO network Administration<br>**10.3** Trouble Shooting<br>**10.4** Network implementation<br>**10.5** Data base training<br>**10.6** Server technology training<br>**10.7** Security training<br>**10.8** Positive thinking | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | Capacity developed knowledgeable staff | DG,IT Specialist, AD,AO, ICT Officers |
| **10.1.1** For Executive Officers<br> -Administration procedures & Office Management<br> - Computer network training, Web developing<br> - Procurement Planning & e-Procurement | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | | | |
| **10.1.2** For DOs & ICT staff<br> - Improving technical competency | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | | | |

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| - Graphic designing training<br> - Computer training, web designing<br> - Proficiency in English training<br> - Other training- procurement,<br> - administrative and financial<br>   regulations | | | | | | | | | | | | | | | |
| **10.1.3**  For Management Assistants<br>    - Computer training<br>  - Improving technical competency<br>  -English training<br>  - Procurement, office management<br>    administrative and financial<br>    regulations<br><br>**10.1.4**  For Minor Staff<br>    -basic computer training<br>   - basic English language training<br>   - filing management , office<br>     environment  management | | | | | | | | | | | | | | Capacity  developed knowledgeable staff | DG,IT Specialist, AD,AO |