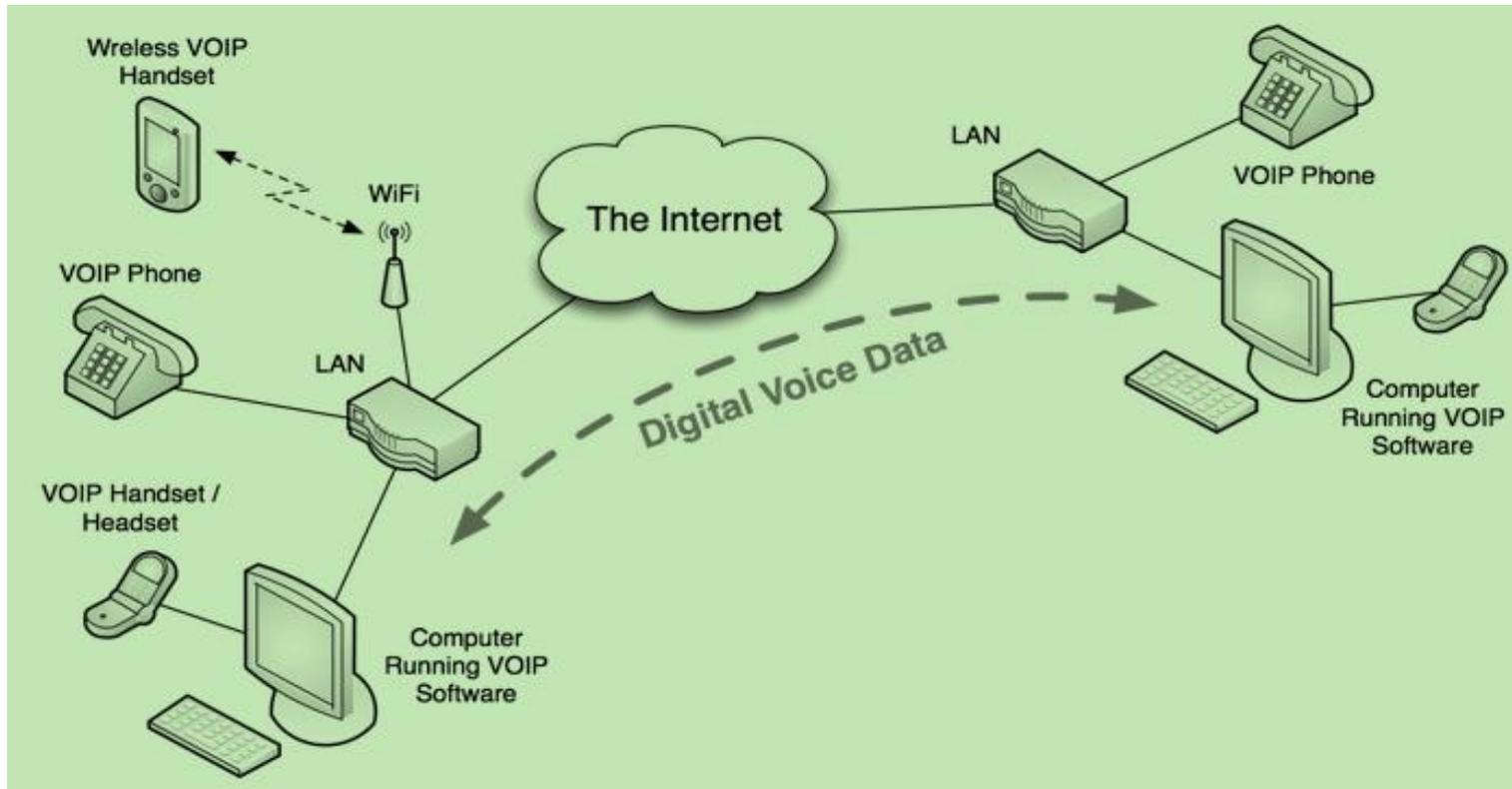


# INFORMATION TECHNOLOGY MANAGEMENT DEPARTMENT

## 2019 ACTION PLAN



## **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 ensure automated systems and procedures are implemented at each departments using modern ICT

To Provide Management Information for decision making entities

To provide easy access of treasury information to the general public

Coordinate ICT activities of other departments for achieving e- government objectives

## **Core Responsibilities**

- Restructuring of IT Department to fulfill the requirement of ITMIS implementation
- Introducing a Disaster Recovery Plan for the Ministry
- Introduce a IT security policy for Treasury
- Introduce a business continuity plan for Information Technology Management Department
- Enhance the capacity of existing communication network
- Ensure usage of ICT in treasury departments
- Coordinate the implementation of Single Window for International Trade
- Capacity Development of the staff on ICT
- Ensure the efficient use of ICT resources by providing maintenance support

## 1.0 Executive Summary

Information Technology Management Department (ITMD) was established under the purview of Ministry of Finance as per the decision taken by the Cabinet of Ministers on 28<sup>th</sup> November 2012. ITMD is responsible for all automation activities of all departments of the 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. ITMD will focus on re-designing the web site, upgrade intranet.

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

There is a high demand for the data and information, but there is only 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 fiscal policies while promoting paperless trade to reach world class trading hub.

The Department of Information Technology Management consists of the following three Divisions;

- Network Operation Centre
- IT Division
- FMEP Assisting Arm for ITMIS

Activity No	Action/Description	Timeline				Resource Required	Outcome/Deliverables	Responsible
		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
01	<b>Renovate current Network System for efficient &amp; reliable communication</b>					New switches cables, technicians	efficient and reliable communication	NOC
1.1	Install New Switches and Cabling	→						
1.2	Maintain the system throughout the year	→						
02	<b>Expand Payroll System for other Ministries and Departments</b>					Finance, Technical Staff	Paying the salary easily and accurately	AD(IT) AD(planning)
2.1	Live run Payroll system for 14 Departments in the Ministry of Finance	→						
2.2	Gather information and requirements from other Institutions to be implemented the system in Island wide	→						

Activity No	Action/Description	Timeline				Resource Required	Outcome/Deliverables	Responsible
		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
03	<p><b>Implementation of Single Window System</b></p> <p>3.1 Identify the Infrastructure for all Island role out Process digitization No.01-SLSI Process Digitization No.02- Plant Quarantine/Animal quarantine</p> <p>3.2 Process Digitization No.03- Rest of other departments (2019-2020)</p>					Finance, Technical Staff, technical support	Govt. systems network for efficient service deliverables	ADG,DD DO (Upeksha)
04	<p><b>Implementation of IT Awareness Programs for government officials- District wise (25) along with ITMIS trainings</b></p> <p>4.1 Basic introduction of how to use PC</p> <p>4.2 Physical security of PCs and other electronic devises</p> <p>4.3 Internet security</p> <p>4.4 Security of Hardware, software and Data</p> <p>4.5 Apply of Social Media for official purposes</p> <p>4.6 Best practices of using computers</p>					Time, funds, projector and other devices	Improved ICT infrastructure for government officials	AD(IT) ,IT Officers

Activity No	Action/Description	Timeline				Resource Required	Outcome/Deliverables	Responsible
		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
05	<b>IT competition for government IT related projects- Develop application or mobile app</b> 5.1 University Level 5.2 School Level 5.3 Government Officials					Staff, technical support	Motivation towards IT literature	ADG, AD(IT), IT Officers
06	<b>ITMIS implementation</b> 6.1 Implementation of Budget module and other modules 6.2 Help Desk support 6.3 Trouble Shooting 6.4 Monitoring					Technical, staff, ITMIS support	Efficient Financial Mgt., Online treasury functions	ITMIS & IT Division
07	<b>Updating Treasury Website</b> 7.1 Periodical updating- circulars, gazettes, news and other information 7.2 Awareness the Content Managers of each departments for updating web pages						Updated information	NOC
08	<b>File Archive of Ministry of Finance</b> 8.1 Requirement gathering 8.2 Old file server migration 8.3 Configurations implement for the departments 8.4 User Training						Systematic file removing	DD,AD

Activity No	Action/Description	Timeline				Resource Required	Outcome/Deliverables	Responsible
		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
09	<b>Upgrading the Treasury Intranet towards paperless office concept</b> 9.1 Remove obsolete information 9.2 Utilize intranet for internal communication among treasury departments 9.3 Make necessary changes					Staff, technical support	Improved paperless office environment	NOC, ITMIS
10	<b>Co-ordinate internal e- mail system- Outlook for efficient communication among treasury departments, officials</b> 10.1 Promote internal mail system( Outlook ) among all departments					Technical, staff, ITMIS support	efficient communication among treasury departments, officials	ITMIS & NOC
11	<b>Upgrade &amp; Maintenance of IT infrastructure in the Ministry of Finance Premises</b> 11.1 Continuous technical support						Remaining Uninterrupted IT infrastructure	ITMIS & NOC
12	<b>Annual Out bound Training Program for all the staff</b>				Finance, Transport	To motivate the officials and team building	ADG,D	

Activity No	Action/Description	Timeline				Resource Required	Outcome/Deliverables	Responsible
		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
13	<b>ITMIS User Training Programs</b> 13.1 User Training for all modules of ITMIS 13.2 User Training for Payroll System 13.3 User Training for Single Window				Staff, technical support,	Improved and update knowledge on ITMIS	ITMIS, Samsung	
14	<b>Hardware Maintenance of Ministry of Finance Premises</b> 14.1 Maintain the 1200 computer and 600 printers with other connected devices in order to uninterrupted service delivery 14.2 In house computer repairing on major problems 14.3 Onsite computer training for trouble shooting				Technical support	Improve IT service	ADG,DD, IT officer	
15	<b>Planning and Development</b> 15.1 Prepare the Annual Action Plan of the department 15.2 Progress Reports of activities & Progress Reviewing 15.3 Prepare Annual Performance Report	 			Staff	Getting on track of the activities and responsibilities	DG, ADG, AD (planning)	
		   						
								

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		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
16	<b>Conducting/ Managing Training Program for officials</b> 16.1 ICT Accessibility awareness 16.2 Security Systems and Trouble Shooting 16.3 Network Implementation					Staff, technical support,	Improved and update knowledge	IT Division, ITMIS, D
17	<b>Training on Database Management and Development</b> 17.1 Training on Creating a data base 17.2 Security of Data and Data Base 17.3 Data Migration and Security improvement					Technical support	Improve IT service	ADG,DD,D, IT officer
18	<b>Participating Training Programs conducting by MILODA Institute</b> 18.1 Office Management and Financial Regulations for the staff of administration and accountings management 18.2 IT related Trainings for IT Assistants, IT Officers and other officials 18.3 English and Document writing/ Letter writing for middle level officials					Staff	Knowledge upgrading	DG,D

