Department of Information Technology Management

Action Plan 2016

Ministry of Finance

Executive summary

Information Technology Management Department (ITM) established under the purview 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, Senior IT Specialist
1.1 MoF website is going to be revamped by FMEP and internal release to MOF	▓	▓												
1.2 The bandwidth of the MOF Internet lease line is going to be upgrade to boost internet browsing and e-mail speeds of MoF and the upgrade from 4Mbps to 9 Mbps	▓	▓												Web Master
1.3 All ADSL Internet connections connected to firewall ensuring proper management of data traffic. **1.3.1** Connection will be updated to 100 Mbps and cover entire premises as Wi-Fi zone **1.3.2**. The data quota of the other ADSL connection 140 GB. With the increase of monthly data limit, this problem is expected to be resolved	▓													
1.4. Designing a project to develop common flat form to internet /WAN	▓	▓	▓	▓	▓	▓	▓	▓						
1.5 Periodical Updating the website- Circulars, Gazettes , News, Reports, Publications etc.	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		

Activity	Duration												Expected outcomes	Responsibility
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1.6 Giving training to Content Managers of Treasury departments for updating web pages**.**														
1.7. ITMD has introduced Face Book page for MOF- Link adopted to the home page of web													Obtain current information	DG, AD,IT Specialist, Web Master
2. **ITMD is going to be create a Blog for the MOF**														
2.1.Current economic information will be provided by the proposed Blog													Obtain current economic information	DG,AD,IT Specialist, Web Master
2.2. Development of Apps in order to highlight major changes of economic indicators and policy changes														
3. Upgrade IT Infrastructure														
3.1 Upgrade the existing Firewall in MoF and to install redundant firewall ensuring high availability													Uninterrupted Infrastructure is available	DG, AD,IT Specialist, Web Master
3.2. Upgrade excising e-mail services in MoF to more reliable Microsoft Exchange/ Outlook Platform														ICT Assistant
3.3 Install redundant e-mail servers ensuring high availability														

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Expected outcomes	Responsibility
3.4 Enhance standardize the local area network in the MoF premises integrating all departments	▓	▓	▓	▓										
4.Upgrading the Treasury Intranet towards paperless office concepts														
4.1 Evaluate existing intranet	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	Up- to -date intranet	AD, Web Master, ICT Assistant
4.2 Remove obsolete information	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
4.3 Make necessary changes to intranet system	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
4.4 Utilizing intranet for internal Communication	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
5.Upgrading the e-Mail System														
5.1 Ensure the usage of official e-mail by all staff to communicate with public	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	Proper e- mail system	AD, Web Master, ICT Assistant
5.2 Install a backup email server with a secondary communication link														
5.3 Maintaining treasury e- mail system	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
6. Implementation of a Document Management System for MOF- including data migration	▓	▓	▓	▓									Proper & efficient document management	AD, Web Master, ICT Assistant

Activity	Duration												Expected outcomes	Responsibility
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
7. Design and Installation of e-Procurement System for MoF	▓	▓	▓	▓	▓	▓	▓	▓					Enhance efficiency, economy, fairness and the Transparency of the procurement process	DG, IT Specialist, AD, Web Master, ICT Assistant
8. Implementation of a Human Resource Information system for MoF capturing all employee data **8.1** Modules include leave, attendance, training and development , performance evaluation, transfers and promotions , benefits , management and organizational charts etc.				▓	▓	▓	▓	▓					Well established HR management system	DG, IT Specialist, AD, Web Master, ICT Assistant
9.Enhance the integration of main external revenue agencies and treasury management system on real -time basis. This is to facilitate real time data exchange between MoF and key revenue agencies such as IRD, Customs, RMV etc.	▓	▓	▓										Common Flat form to real-time data and information	DG, IT Specialist, AD, Web Master, ICT Assistant
10. Hardware Maintenance														
10.1 Provide hardware facilities to all departments in the treasury by giving efficient service	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	Efficient hardware maintenance system	AD/Maintenance Team

Activity	Duration												Expected outcomes	Responsibility
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
10.2 Maintain the treasury network resources consisting of about 700 computers and 275 printers and other connected devices in order to strengthen the capacities of treasury departments **10.3**. Re-engineering and system automation to reduce cost **10.4** In house computer repairing on Major problems **10.5**. Supplying of services to other departments under the preview of other ministry **10.6** Onsite computer repairing on trouble shooting **10.7** Repair of Printers and UPS **10.8**. Developing software packages to reduce manual cost														AD/NOC, Maintenance Team , ICT Assistant
11. Media and Publicity														
11.1 Media coverage for Minister of Finance & State Minister of Finance													Effective information in place	D/ Media Officer/ Media staff
11.2 Obtain news/information/reports to publish														
11.3 Ministry information to be published when required														
11.4 Periodical live discussions on the development and policy changes														

Activity	Duration												Expected outcomes	Responsibility
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11.5 Make general public aware by publishing newspaper articles	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
11.6 Make corrections of wrong information published by media	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
11.7 Maintaining secure video clips for Newspapers, television programmes & book printing	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
11.8. Periodical publication of news bulletin	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
11.9 Publish day today agreement signing & new economic reforms in the treasury web	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
12.Monitoring & Evaluation													Well functioning department	DG, D,IT Specialist,AD, RA
12.1 Prepare the Annual Action Plan	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		
12.2 Prepare the Corporate Plan				▓										
12.3 Progress reviewing							▓	▓						
12.4 Progress reports preparing														
12.5 Prepare the Annual Budget														
13. **Training Programmes Plan** **13.1**. Team for access positive ICT changes in other countries suitable to our society													Capacity developed knowledgeable staff	DG,,IT Specialist, AD,AO

Activity	Duration												Expected outcomes	Responsibility
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
13.2 For Executive Officers - Comprehensive e-Governance training on e-governance concepts - Business process re-engineering (BPR) and change management sessions to facilitate the ITMIS automation in MoF and create awareness among MoF staff -Administration procedures & Office Management - Computer network training, Web developing - Procurement Planning & e- Procurement														
13.3 For DOs & ICT staff - Improving technical competency - Comprehensive e-Governance training on e-governance concepts - Computer training, web designing - Proficiency in English training - Other training- procurement, administrative and financial regulations														
13.4 For Management Assistants - Computer training - Improving technical competency -English training														

Activity	Duration												Expected outcomes	Responsibility
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
- Procurement, office management administrative and financial regulations **13.5 F**or Minor Staff -basic computer training - basic English language training - filing management , office environment management														
13.6. Organize experts to manage the DATA CENTRE entire 24 hours													available real-time data through uninterrupted network connection	DG, IT specialist, AD, AO