Current spend control process and calendar

Process								
Timeline	JJy	September	October	November	December	January/February	March May	
The tasks people do	Begin completing ICT Needs planning template (using departments during early published ICT Need template and guidance) RISA to consult with planning (Start of Assurance Process)	RISA to work with budget agencies to finalize the ICT Meds planning template (check in on assurance), check in on ongoing projects. Final notice from MINECOFIN to on District (Permanent Secretaries of Ministries, Chemistry (Permanent Secretaries of Ministries, Chemistry), check in on ongoing projects.	Institutions can finalize, finish application (for finish application (for finish application (for finish f	Assess the submitted ICT Needs Planning Ministries, Agencies and Districts Conduct ICT Needs Planning consultation workshops Submit ICT needs planning templates to MINICT and copy to MINICCOFIN-National Department of Planning & Research (NDPR)	Engage with departments' teams before submission to Ministry of France (Assurance Process) Resubmit the updated ICT Needs plans to MINECOFIN	Select Projects that are feasible for funding and provide leedback to the Ministries, Agencies and Districts Agencies and Districts Agree on the projects with highest priorities and allocate budget based on budget ceiling.	Check in to to see if approved projects are aligned with what was approved with MINECOFN (Monitoring Process) Check in to to see if approved projects are aligned with what was approved with MINECOFN (Monitoring Process)	
Who is involved (and how)	RISALCT Team, Ministries' CT Teams, Sector Focal Points (CDO's and Director of Planning) Future Planning Division (MMNCT), Seri or Technical Interning committee	MINICT & RISA MINECOFIN	MINICT & RISA Ministries, Agencies and Districts	Ministries, Agencies and Districts MINICT and RISA	RISA and Ministries, Agencies and Districts MINICT, RISA (On behalf Ministries, Agencies and Districts)	Public Investment Committee (Selected Permanert Secretaries from Ministries and some invited Chief Budget Managers-CBM) CDOs, Bas, ICT managers Ministries, Agencies and Districts	RISA and Ministries, Agencies and Districts RISA and Ministries, Agencies and Districts	
The tools, documents or forms people use	Guidance Reference Dox: NSTZ. SSPA, Padage, SSPA, Patricia and Padage, Providental Padage, SSPA, National display excluding and display excluding ICT Chamber sput Reference Dox: Scretch CT uneques leaves and some services are serviced and services are serviced and services are serviced and services and services are serviced as a service service and services are serviced as a service service and services are serviced as a service service service service services are serviced as a service service service service services are serviced as a service service service service services are serviced as a service service service service services are serviced as a service service service service services are serviced services are servi	E-form through ICT needs platform Guidance polication/document sharing mechanism	ICT needs platform to be used Alignment to strategic planning documents and high level decisions (Vision 2500 delivery plans, National Strategy for Transformation (NST-2) National Leadership retrieat (NET) National Leadership retrieat (NET) National Unmarbykirano Council(NLC) National Unmarbykirano Council(NLC) Ministry Blusprins Smart Rwanda Master Plan (RSRMP) Sector Strategic Plans (SSPs) ICT Strategic Plans Poticies Institutional Actions Piens	E-forms with Services.cov.nuln/webt/services/services.cov.nuln/webt/services/ser	Visionals I blacking Filed c-femplates Terms of Reference, Concept Note, Feasibility Statyl, depending on the Project budget Other planning docs.	Invitations are sent via e-mail Agenda (Workshop participants at specified time) Updated CT Needs excel sheet templates - E- template showing decision taken on nCT Projects (Approved or rejected) - Budget Ceiling - Budget Ceiling	E-template Approved project documents List of things RISA would like to look at for the project like to look at for the project E-template Approved project Cocuments List of things RISA would like to look at for the project	
Project Initiation and Closure Review	Begin review of initiated projects (light-touch' Assurance Process)	Check on initiated projects (Assurance Process)	Check on initiated projects (Assurance Process)		Check on initiated projects after December budget revision(Assurance Process)	RISA to check with Ministries while they are planning projects and advise (Monitoring Process)	Check in to to see if approved projects are algoed with what was algoed with what was approved with MINECOFIN approved with MINECOFIN (Monitoring Process)	

Colour Key

Unchanged part of the ICT Need Planning/Spend Control process

New/changed part of the ICT Needs Planning/Spend Control process

New Assurance Process for all digita projects that have been initiated/funded



Activity Timeline



Sept

Conduct an SMM with CDOs

Sept

Tool, content readiness, Divisions priorities

Sept

leads (RISA & CDO)

Sept

Training of focal Preparation of ICT needs in alignment with sector plan

October

ICT needs virtual consultation sessions with sectors, districts and specialized organs

October

- □ Approve/Reject ICT submissions
 □ Prepare final report
 □ Share to Senior Managers
 □ Submit Final report to Minecofin and sectors
 □ ICT needs activities closure