Introduction, Purpose, and Scope

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Introduction

To ensure coordinated planning for ICT needs/Projects across public institutions, all Budget Agencies at Central and Local Gov’t level have to fill and submit the ICT Needs planning Template with details of any ICT related activities or projects including development of ICT infrastructure, acquisition of ICT hardware equipment, software solutions and applications. This allows MINICT and RISA to review the submissions in view of the National ICT Development Agenda and for alignment with projects being implemented centrally, as well as advising institutions accordingly.

Purpose

The purpose of these guidelines is to provide a framework that governs the coordination for ICT needs planning /Spend control across public institutions.

These guidelines will help you set out what you will need to include to support your submission and will help you provide the right details and supporting documents so that you can get your project approved. It helps ensure:

- user needs are front and center of all our work
- that we achieve best value for money, with clear outcomes and outputs
- that programmers and projects meet the wider digital and technology strategies

Adoption of these guidelines will also allow public institutions to:

- Improve the ICT Needs planning process (Stopping guess work planning)
- Guide Government Budget Agencies on how to spend money on ICT Projects
- Prioritize key ICT Projects and know where to spend
- Avoid duplication of ICT Projects across sectors

Scope

These guidelines are expected to be followed by all public institutions including institutions at central and local government as well as all their affiliated agencies and parastatals (Districts and District Hospitals) regardless of the source of budget either Government of Rwanda **(GoR)** budget or development partners budget.

They will cover all ICT solutions such as network infrastructure, end-user equipment, software applications, IT security devices and will be directed by institutional and National ICT strategies and policies.