ICT Needs Planning Process

- At the beginning of August of every Financial Year, institutional Planners in collaboration with digitalization office leaders will share the updated ICT Planning template and Spend Control guidance to the user departments to collect ICT wish list solutions, analyze them and come up with tangible projects that can be considered in their plans.
- Schedule institutional Spend Control committee meeting chaired by CDO/Business Analyst/DG/Sector Strategic Planning Specialist to agree on the projects that fulfill requirements based on the institutional Priorities and Innovative solutions that can be applied within the institutions.
- Schedule Sector Spend Control committee meeting to analyze priority projects across the sector and pre-approve projects that should be submitted to RISA and MINECOFIN to seek final approval.
- RISA shall organize consultation workshops with sectors to assess ICT Needs based on Sector Strategic Priorities, National ICT strategies and High Level decisions (Presidential pledges, Resolutions from National retreat and dialogues).
- ICT Projects that are supported by Development Partners (DPs) should have required project documents (Technical requirements, Business Requirement Specifications, System Requirements Specifications, Terms of Reference, Concept Note or Feasibility Study reports) approved by Sector Digitalization Leaders (CDOs/Business Analysts/Senior Developers or DGs).
- Sector digitalization leaders shall schedule meetings with Development Partners that support sector ICT projects to ensure alignment with planning requirements and guidelines.

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