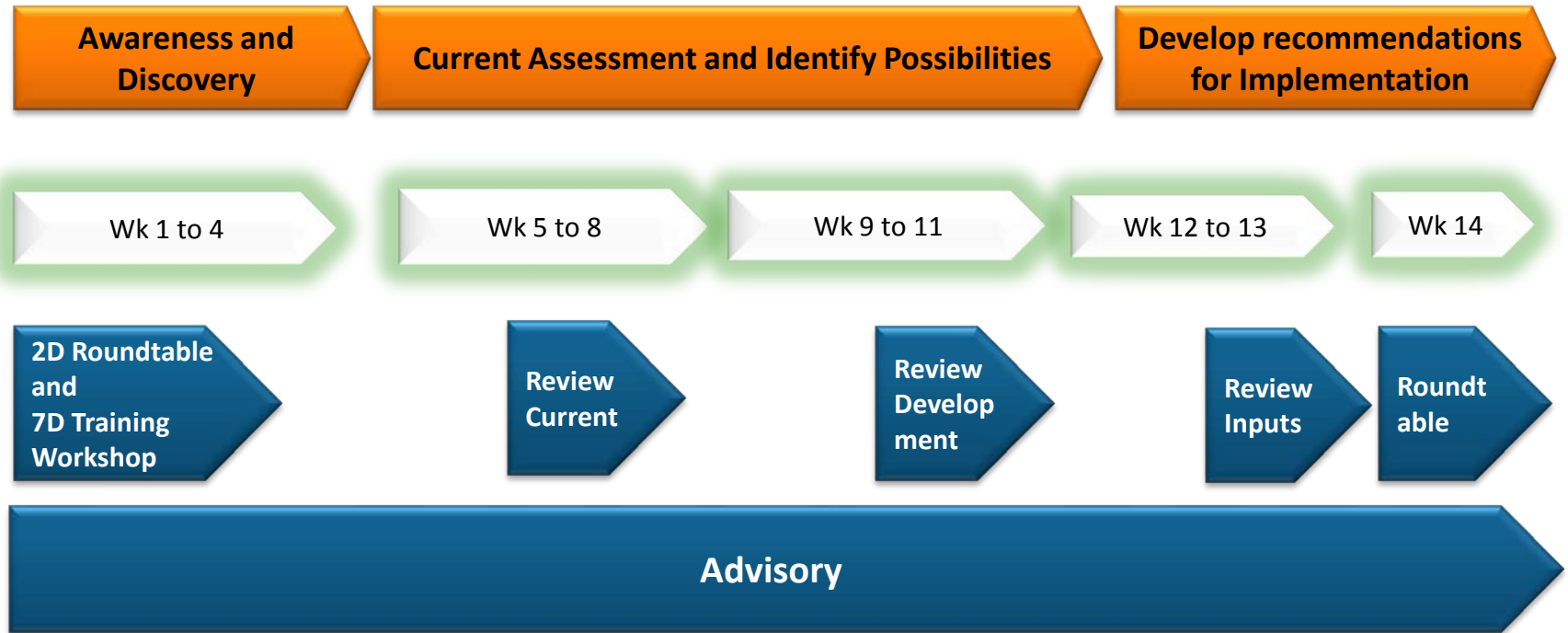


# IT Work Planning, Budgeting and Programme Monitoring

IDA International's Advisory &  
Work Details for Core Team  
from July to Oct 2014

# Track Approach

**Deliverable: 1 Recommendation Report**  
- Areas of improvements on ICT planning, budgeting and programme monitoring



## Legend – Responsible party

MCIT/ Track Core Team

IDA International

# ADVISORY TENTATIVE SCHEDULE FROM JULY TO OCT 2014

## (PENDING MCIT'S FORMAL LETTER TO YOUR AGENCY)

Month	Jul				Aug					Sep					Oct						
Date	7	8	9	10	11	12	13	14	15	8	9	10	11	12	15	13	14	15	16	17	
Day	Mon	Tues	Wed	Thur	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Mon	Tues	Wed	Thur	Fri	
Track 3 - IT Planning	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

**X :**  
**Full**  
**Day,**  
**10am**  
**to**  
**4pm**

# RECOMMENDATION REPORT OUTLINE

- Objective
- Scope
- Background
- Current practice at Agencies for IT Workplanning, Budgeting and Performance Monitoring
- Gap Analysis: Current and Target
- Propose Areas of Improvements (and explain why is it important to improve for each area)
- Approach/Strategy to implement improvements
  - “Think Big, Start Small”?? Pilot with some agencies – feasibility study for X months
  - Post-feasibility assessment, and refine recommendations
  - Seek approval on the revised recommendations, and share with all agencies through briefing sessions, emails, put materials in common website, etc
- Propose which agency should be responsible/own the templates/guidelines for subsequent revisions.

# Possible Areas of Improvement, and Prioritised?

- Guidelines on Standard Work Plan template
- Guidelines on writing SMART targets
- Guidelines for ICT Project Prioritisation
- Guidelines for Procurement (good procurement practices e.g. Bulk Tender/Master Contract)
- Guidelines on Standard Tenderer's Submission format (e.g. outline of Table of Contents for the proposal)
- Guidelines on how to monitor project progress
- Guidelines on Standard Project Status Update template
- Guidelines on Standard Project Plan template, Risk Management Plan template/ Risk Register template

# Possible Areas of Improvement and Prioritised

Areas of Improvement	Rank
Guidelines on Standard Work Plan template	
Guidelines on writing SMART targets	
Guidelines for ICT Project Prioritisation	
Guidelines for Procurement (good procurement practices e.g. Bulk Tender/Master Contract)	
Guidelines on Standard Tenderer's Submission format (e.g. outline of Table of Contents for the proposal)	
Guidelines on how to monitor project progress	
Guidelines on Standard Project Status Update template	
Guidelines on Standard Project Plan template, Risk Management Plan template, Risk Register template	

# Assignment of Work to Core Team (1/3)

## Group 1 – IT Work Planning

Area of Improvement/ Proposed Recommendation	What information to collect to assess <b>current environment?</b>
Guidelines on Standard Work Plan Format	Collect all the current IT workplan template details from the core team for their agencies. <b>Identify the common information, and the differences. Rationalise and propose a standard work plan template</b> , with the common set of details that can be used by all agencies
Guidelines on writing SMART targets	Check for existing format for writing of guidelines. If no, create one. <b>Guidelines should state importance of SMART targets.</b> Explain What, How, When to use (position it as reference guide)
Guidelines for ICT Project Prioritisation	Check with core team how project prioritisation is currently carried at each agency. Collate information, and <b>summarise the common items and highlight differences.</b> Rationalise and propose a common set of guidelines for all agencies (position it as reference guide).

# Assignment of Work to Core Team (2/3)

## Group 2 – ICT Procurement and Budgeting

Area of Improvement/ Proposed Recommendation	What information to collect to assess <b>current environment</b> ?
Guidelines for Procurement (good procurement practices e.g. Bulk Tender/Master Contract)	Check with core teams' agency-specific procurement guidelines/practices. Study and <b>propose guidelines for bulk purchases</b> . Check with core team of their agencies' list of products/services, and identify the common products and services.
Guidelines on Standard Tenderer's Submission format (e.g. outline of Table of Contents for the proposal)	State the <b>standard submission format</b> by Tenderers. Can follow the writing style for Project Plan template, and provide explanation for each section.



# Assignment of Work to Core Team - 3/3

## Group 3 – Programme Monitoring

Area of Improvement/ Proposed Recommendation	What information to collect to assess <b>current environment</b> ?
Guidelines on how to monitor project progress	Find out from core team how project progress is being monitored by each agency. Identify which areas are usually being monitored, e.g. schedule, resources, scope. Write the guidelines on how to monitor project progress – refer to the standard workplan template, project management plan, risk management plan, risk register, etc.
Guidelines on Standard Project Status Update template	Find out from core team what details are provided in project update to management/supervisor/project team. Compile and identify the important details for project status update. Propose a standard project status update template for use by all agencies
Guidelines on Standard Project Plan template, Risk Management Plan template, Risk Register template	Find out from core team the details of project plans being prepared by each agency. How do they currently manage risk? What documentations are being prepared by each agency? Conduct gap analysis, and propose standard plans and template in this area

# Responsibility of Group Leader

- Ensure Recommendation Report is well-written based on inputs from core team, submit deliverables on time based on project milestones and timeline.
- Monitor project progress based on milestones
- Get regular updates from each team member on progress. Prepare fortnightly project update to Trainer.
- Divide workload amongst team members. Give specific instructions to team members on the areas they are in-charge to deliver.
- Point-of-Contact for Trainer, and assist to disseminate information to group members
- Represent Group to present recommendations to Myanmar's senior government leaders and management
- Inform Trainer of high likelihood risks that may impact project delivery, and identify possible resolution. Seek inputs from MCIT's coordinator for guidance if required.

# Group 1 Member List

Group Leader:

Deputy Group Leader:

No.	Name	Ministry / Department	Contact Point	
			Phone no	email
1	U Zaw Win	NPT City Development Committee	09-448537748	<a href="mailto:zawwin.city@gmail.com">zawwin.city@gmail.com</a>
2	Daw Pa Pa Zaw	Pyithu Hluttaw	067-69552	<a href="mailto:papazaw2013@gmail.com">papazaw2013@gmail.com</a>
3	Daw Swe Zin Oo	Ministry of Electrical Power	067-431268	<a href="mailto:szinoo@gmail.com">szinoo@gmail.com</a>
4	Daw Nan Yin Wai Toe Myint	Office of Auditor General	09-43052790	<a href="mailto:nanyinwai.gov@gmail.com">nanyinwai.gov@gmail.com</a>
5	Daw Zin Aye Yu Aung	Ministry of Rail Transportation	09-49245613	<a href="mailto:zinayeyuaung@gmail.com">zinayeyuaung@gmail.com</a>
6	U Myo Kywe	Myanma Oil & Gas Enterprise	067-411212	<a href="mailto:myokywe07@gmail.com">myokywe07@gmail.com</a>
7	U Zaw Than Htaik	Amyother Hluttaw	067-591235	<a href="mailto:zawthanhtaik.2014@gmail.com">zawthanhtaik.2014@gmail.com</a>

# Group 2 Member List

Group Leader:

Deputy Group Leader:

No.	Name	Ministry / Department	Contact Point	
			Phone no	email
1	U Kyaw Lin Nyein	Mandalay City Development Committee	09-402847799	<a href="mailto:kyawlinnyein@gmail.com">kyawlinnyein@gmail.com</a>
2	U Nay Htat	Yangon City Development Committee	09-5181716	<a href="mailto:nayhtat@ycdc.gov.m">nayhtat@ycdc.gov.m</a>
3	Daw Su Thet Htun	MCIT	09-5400020	<a href="mailto:suthethtun@gmail.com">suthethtun@gmail.com</a>
4	Daw Khin Thidar Theint	Ministry of Cooperatives	09-451238385	<a href="mailto:venusphoenix.7@gmail.com">venusphoenix.7@gmail.com</a>
5	Daw Aye Aye Win	MNPED	067-406338	<a href="mailto:aawpaprd2013@gmail.com">aawpaprd2013@gmail.com</a>
6	U Ye Myint Aung	Ministry of Foreign Affairs	09-422499893	-
7	U Hein Zaw Latt	Ministry of Border Affairs	09-420736975	<a href="mailto:heinlatt2012@gmail.com">heinlatt2012@gmail.com</a>

# Group 3 Member List

Group Leader:

Deputy Group Leader:

No .	Name	Ministry / Department	Contact Point	
			Phone no	email
1	Major Htun Linn Naing	Ministry of Defence	09- 49203888	<a href="mailto:htunlinn0949203888@gmail.com">htunlinn0949203888@gmail.com</a>
2	U Myo Myint Thein	Ministry of Mines	09- 49206636	<a href="mailto:komyomyintthein@gmail.com">komyomyintthein@gmail.com</a>
3	U Kyaw Swe Thin	Ministry of Livestock Fisheries and Rural Development	09- 400474866	<a href="mailto:ksthin@gmail.com">ksthin@gmail.com</a>
4	U Kyi Oo	Ministry of Finance	09-5168851	<a href="mailto:kokyio258@gmail.com">kokyio258@gmail.com</a>
5	U Nay Thu Aung	Ministry of Commerce	067-408486	<a href="mailto:nayaung36@gmail.com">nayaung36@gmail.com</a>
6	Daw Thi Thi Han	Ministry of Social Welfare Relief and Resettlement	09- 31019116	<a href="mailto:thithihan7@gmail.com">thithihan7@gmail.com</a>