

# FEDERAL GOVERNMENT OF NIGERIA

NATIONAL INFORMATION TECHNOLOGY  
DEVELOPMENT AGENCY

TEMPLATE FOR SUBMISSION OF INFORMATION TECHNOLOGY  
PROJECTS AND PROGRAMS FOR CLEARANCE BY  
THE NATIONAL INFORMATION TECHNOLOGY DEVELOPMENT  
AGENCY



## **BACKGROUND**

The National Information Technology Development Agency (NITDA) was established under the NITDA Act 2007 with the responsibility for regulation and development of Information Technology in Nigeria. Under Section 6(b) of the NITDA Act 2007, the Agency's functions include to provide guidelines to facilitate the establishment and maintenance of appropriate infrastructure for information technology and systems application and development in Nigeria for public and private sectors.

Furthermore, several Government Circulars, specifically SGF/6/S.19/T/65 dated 18<sup>th</sup> April 2006 have designated NITDA as the clearing house for Information Technology Projects in Nigeria. This template is generated to elicit information on IT projects from MDAs for the purpose of clearance based on NITDA's Mandate.

The implementation of this mandate will assist in the harmonization of the implementation of IT projects within MDAs, reduction in the cost of IT project execution and duplication, development of the local IT market in volume of trade and content and ensuring accurate statistics as regards IT assets for Government.

In order to provide a holistic view of IT projects and systems for effective national planning and strategic direction for the country, a brief description of the history of systems and infrastructure used to date

**1. BASIC INFORMATION**

|   |  |
|---|--|
| <b>NAME OF MDA:</b>                       |  |
| <b>BUDGET CODE:</b>                       |  |
| <b>ADMINISTRATIVE CONTACT INFORMATION</b> |  |
| <b>NAME:</b>                              |  |
| <b>DESIGNATION</b>                        |  |
| <b>e-MAIL ADDRESS:</b>                    |  |
| <b>PHONE NUMBER:</b>                      |  |
| <b>TECHNICAL CONTACT INFORMATION</b>      |  |
| <b>NAME:</b>                              |  |
| <b>DESIGNATION</b>                        |  |
| <b>e-MAIL ADDRESS:</b>                    |  |
| <b>PHONE NUMBER:</b>                      |  |

**2. PROJECT DESCRIPTION**

*Briefly describe the entire project and its components including the name of the project. (Attach/Upload relevant documents where applicable)*

### 3. OBJECTIVES OF THE PROJECT

*Please provide the functional requirements for the project including the problem which the project aims to solve, the benefits and relate such to the processes and procedures of the MDA as encapsulated in its mandate.*

### 4. CLASSIFICATION OF THE PROJECT

*Please select (by ticking) the class in which the project falls into out of the following:*

| SN | CLASSIFICATION                                |  | Description if others |
|----|---|--|-----------------------|
| 1. | Hardware Projects                             |  |                       |
| 2. | Software projects                             |  |                       |
| 3. | Networking projects                           |  |                       |
| 4. | Research, Development and Innovation Projects |  |                       |
| 5. | Capacity Development (Training) program       |  |                       |
| 6  | Others  |  |                       |

## 5. COMPONENTS OF THE PROJECT

|   |  |
|---|--|
| <i>Use this section to describe the equipment and items that would constitute the project as a whole.</i>   |  |
| <b>A. Hardware and Software Systems.</b><br><i>Please provide a brief description of hardware configurations, taking into account the following criteria:</i> |  |
| <ul style="list-style-type: none"><li>• <b>Total lifecycle cost.</b></li></ul>  |  |
| <ul style="list-style-type: none"><li>• <b>Long-term support.</b></li></ul>   |  |
| <ul style="list-style-type: none"><li>• <b>Interoperability.</b></li></ul>  |  |
| <ul style="list-style-type: none"><li>• <b>Compatibility.</b></li></ul>   |  |
| <ul style="list-style-type: none"><li>• <b>Scalability.</b></li></ul>   |  |
| <ul style="list-style-type: none"><li>• <b>Availability/Accessibility.</b></li></ul>  |  |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <b>Functionality/performance.</b></li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• <b>Security.</b></li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• <b>Level of Alignment to Local Content Policy:</b></li> </ul>   |  |
| <p><b>B. Data and Networks Description</b><br/> <i>Where the project involves the creation, processing, storage, transmission and distribution of data, the following should be described in detail:</i></p> |  |
| <ul style="list-style-type: none"> <li>• Database Architecture</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Database type</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Data type</li> </ul>  |  |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Type of connectivity</li></ul>                   |
|  | <ul style="list-style-type: none"><li>• Electronic Data Interchange</li></ul>            |
|  | <ul style="list-style-type: none"><li>• Network Access Control (NAC)</li></ul>           |
|  | <ul style="list-style-type: none"><li>• Encryption</li></ul>                             |
|  | <ul style="list-style-type: none"><li>• Intrusion detection and prevention</li></ul>     |
|  | <ul style="list-style-type: none"><li>• Remote Lock Down and Data Distribution</li></ul> |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Data leakage protection</li> </ul>           |
|   | <ul style="list-style-type: none"> <li>• Electronic Data Interchange (EDI)</li> </ul> |
| <b>C. Research and Development Projects</b> |   |
|   | <ul style="list-style-type: none"> <li>• Scope of the research</li> </ul>             |
|   | <ul style="list-style-type: none"> <li>• Deliverables of the research</li> </ul>      |
|   | <ul style="list-style-type: none"> <li>• Application areas</li> </ul>                 |
|   | Plans for Commercialization   |
| <b>D. Capacity Building Projects</b>        |   |
|   | <ul style="list-style-type: none"> <li>• Scope of Work</li> </ul>                     |



|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Curriculum/Syllabus</li> </ul>            |
|  | <ul style="list-style-type: none"> <li>• Deliverables</li> </ul>                   |
|  | <ul style="list-style-type: none"> <li>• Expected skills to be acquired</li> </ul> |
|  | <ul style="list-style-type: none"> <li>• Resource Expertise</li> </ul>             |

**6. SCOPE OF WORK FOR THE CONTRACTOR**

|  |
|--|
| <p><i>Describe clearly what the contractor is expected to cover. This should include but not limited to consultancy, project design and integration, supply and installation, training for use, and support.</i></p> |
| <p><b><i>Project Deliverables:</i></b></p>   |

|  |
|--|
|  |
|--|

***Project Milestones:***

|  |
|--|
|  |
|--|

**7. SCHEDULE OR DURATION FOR THE COMPLETION OF THE PROJECT**

*Describe the duration of the project. if in phases, describe the duration of each phase.  
(include Gantt Chart if available)*

**8. BENEFICIARIES AND LOCATION OF THE PROJECT**

*Describe the end users, their capacity to use the product and the location for each of the project's components*

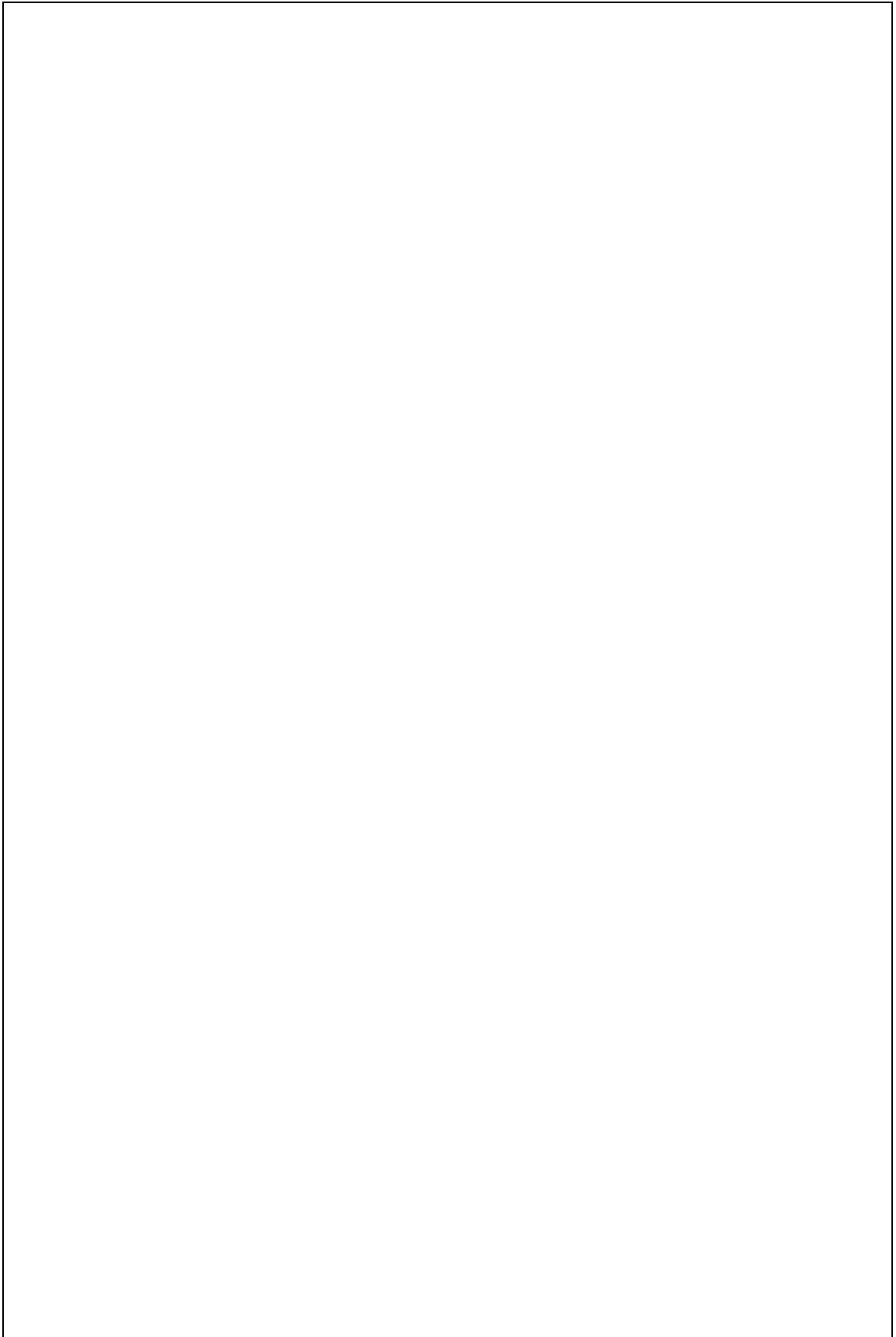
**9. PROJECT DELIVERABLES**

*Describe the identifiable deliverables of the project*



**11. IT DEPLOYMENT HISTORY AND VALUATION OF SUCCESS**

*A description of any other IT project related to this project that has previously been embarked upon by the MDA and the current state of the project.*





**12. PROJECT SUSTAINABILITY**

*Describe how the project is expected to be sustained within the next three (3) years?*

**13. PROCEDURES, POLICIES AND STRATEGIES RELATING TO IT SERVICE DELIVERY**

| <i>Please select (by ticking (✓) ) the Policies, Procedures and Strategies required to ensure efficient service delivery including physical and operational functionality of the IT infrastructure. Note that you are required to attach all relevant documents identified.</i> |   |                        |
|---|---|------------------------|
| <b><i>SN</i></b>  | <b><i>POLICY</i></b>                      | <b><i>Tick (✓)</i></b> |
| <b><i>1</i></b>   | Service Requests Policy                   |                        |
| <b><i>2</i></b>   | Service Request Standard                  |                        |
| <b><i>3</i></b>   | Help Desk Policy                          |                        |
| <b><i>4</i></b>   | Help Desk Standards                       |                        |
| <b><i>5</i></b>   | Help Desk Procedures                      |                        |
| <b><i>6</i></b>   | Help Desk Service Level Agreement         |                        |
| <b><i>7</i></b>   | Change Control Standard                   |                        |
| <b><i>8</i></b>   | Change Control Quality Assurance Standard |                        |
| <b><i>9</i></b>   | Change Control Management Workbook        |                        |
| <b><i>10</i></b>  | Documentation Standard                    |                        |
| <b><i>11</i></b>  | Application Version Control Standard      |                        |
| <b><i>12</i></b>  | Version Control Standard                  |                        |
| <b><i>13</i></b>  | Internet Policy                           |                        |
| <b><i>14</i></b>  | e-Mail Policy                             |                        |
| <b><i>15</i></b>  | Electronic Communication Policy           |                        |
| <b><i>16</i></b>  | Blog & Personal Web Site Policy           |                        |
| <b><i>17</i></b>  | Travel and Off-Site Meeting               |                        |
| <b><i>18</i></b>  | Sensitive Information Policy              |                        |

**14. Additional Information**

**AUTHORISING OFFICER'S NAME:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_