



EXPLO National Manual for Projects Management

Volume 8, chapter 2

Project Information & Communications Technology Plan



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Project Information & Communications Technology Plan

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Project Information & Communications Technology Plan

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Project Information & Communications Technology Plan

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Project Information & Communications Technology Plan

1.0 PURPOSE

The purpose of this Procedure is to define a structured method of planning for the Information Systems and Technology (ICT) tools and work processes, by using a Project Information & Communications Technology Plan Template (EPM-IT0-TP-000001) **Attachment 1**, to identify and document the ICT requirements and to serve as a reference for successful and consistent project execution.

2.0 SCOPE

The scope of the Project Information & Communications Technology Plan Template covers all Information Systems and Technology issues and work processes associated with the master plan, design, design review, project management, procurement, construction, start-up and handover of the project.

- The template addresses the following areas:
 - Information Security
 - Software Applications Portfolio
 - Data Integration
 - Subcontractor Interfaces
 - Collaboration
 - Support and Training
 - Data Classification
 - Construction Site Mobilization
 - Network Design
 - Disaster recovery
 - Project Information Technology (IT) Closeout
 - Project Data Handover
 - Project Data Archiving
 - IT Risks and Opportunities
- Document management is covered by EPM-KR0-PR-000001 - Project Document Management Procedure
- The scope of the plan does not cover IT systems for the permanent plant or facility, or the operations of the permanent plant or facility.

3.0 DEFINITIONS

Definitions	Description
CITC	Communications and Information Technology Commission
ICT	Information and Communication Technology
IT	Information Technology
KSA	Kingdom of Saudi Arabia

4.0 REFERENCES

- EPM-IT0-TP-000001 - Project Information & Communications Technology Plan Template
- EPM-KE0-RG-000009 - List of Commonly Used Design and Engineering Software
- EPM-KR0-PR-000001 - Project Document Management Procedure



5.0 RESPONSIBILITIES

It is the responsibility of each Government Entity ICT Director to:

- Ensure that each project has a nominated The Project IT Manager responsible for the IT planning on the project or group of projects
- Ensure the Project IT Manager issues a Project Information & Communications Technology Plan based on, or incorporating the areas covered in EPM-IT0-TP-000001-Project Information & Communications Technology Plan Template (**Attachment 1**)
- Ensure the Project IT Manager complies with the IT related Kingdom of Saudi Arabia (KSA) Legislation, regulations and standards, in particular but not limited to:
 - Adoption of Yesser Government Methodologies and Best Practices
 - Compliance with Communications and Information Technology Commission (CITC) - Acts, Regulatory Documents and Bylaws.

6.0 PROCESS

6.1 Project Information & Communications Technology Plan

Each project or group of related projects will issue a Project Information & Communications Technology Plan within 90 days of project startup.

Where there are groups of similar or related projects then a single Project Information & Communications Technology Plan can be created to cover all of them.

The Project IT Manager will work with the project stakeholders to help define their Project Information & Communications Technology requirements and document them in the Project Information & Communications Technology Plan.

Once the requirements have been documented the Project IT Manager will issue the Project Information & Communications Technology Plan for approval on the project, covering the following areas:

- Information Security
- Software Applications Portfolio
- Data Integration
- Subcontractor Interfaces
- Collaboration
- Support and Training
- Data Classification
- Construction Site Mobilization
- Network Design
- Disaster Recovery
- Project IT Closeout
- Project Data Handover
- Project Data Archiving
- IT Risks and Opportunities.



7.0 ATTACHMENTS

1. EPM-IT0-TP-000001 - Project Information & Communications Technology Plan Template (Cover Page)



**Attachment 1 - EPM-IT0-TP-000001 - Project Information & Communications
Technology Plan Template (Cover Page)**

**Government Expenditure and Projects Efficiency
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**EXPRO Projects White Book
Volume 8, Chapter 2**

**Project Information & Communications
Technology Plan Template**

SAMPLE