



EXPLO National Manual for Projects Management

Volume 8, chapter 1

Project Information & Communications Technology Planning Introduction



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Project Information & Communications Technology Planning Introduction

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1.0 PURPOSE

The purpose of this chapter in the EXPRO Projects White Book (MPWB) is to provide the reader with a preliminary introduction to the requirements of Project Information & Communications Technology Planning Introduction and introduce a template that can be used by each project to enable Information & Communications Technology Planning in a consistent way.

2.0 SCOPE

The scope of the Project Information & Communications Technology Plan Template (EPM-IT0-TP-000001) **Attachment 1**, 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 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
CIO	Chief Information Officer
CITC	Communications and Information Technology Commission
EPC	Engineering, Procurement and Construction
GSB	Yesser Government Service Bus (Yesser)
ICT	Information and Communication Technology
IT	Information Technology
KSA	Kingdom of Saudi Arabia
EXPRO Projects White Book (MPWB)	The EXPRO document that describes the process for delivering projects and includes references to all required procedures, templates, and checklists.
MCIT	Ministry of Communications and Information Technology
NCDC	National Centre for Digital Certification
NEA	Yesser National Enterprise Architecture (Yesser)
YCG	Yesser Consulting Group
Yesser	Yesser is the E-Government Program



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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 PROCESS

Project Information & Communications Technology is made up of the people, tools and processes required to support the execution of a capital project throughout its lifecycle. For example, the Engineering, Procurement & Construction (EPC) and turnover to operations of a hospital, school, road or rail project. The project will employ people during the different phases and they will need computers, networks, software, phones, etc. that will be used to support the EPC work processes.

The Project Information & Communications Technology Planning concentrates on the people, tools and work processes used to support the execution of the project, and is not intended to be a guide for the IT infrastructure and systems in the permanent facility or asset.

5.1 Project IT

To address the specific challenges of IT execution on capital projects it is recommended that entities develop a sub-discipline within the ICT organization, called "Project IT". A Project IT Manager's role is to collaborate and plan with key project stakeholders to define and review the Information & Communications Technology requirements of the project. This in turn will help detail the plan for implementing and supporting tools, processes and support for the execution of capital projects.

The main tool for the Project IT manager is the Project Information & Communications Technology Plan, and so a template is included as part of this section of the MPWB.

Over time the Project IT organization will build up a body of skills and knowledge, and can refine their Project IT plans to meet their industry segment requirements.

5.2 Methodologies and Best Practices to support Entities and Projects

The following are key eGovernment Methodologies and Best Practices that are particularly applicable to government agency IT operations and their projects.

http://www.yesser.gov.sa/EN/Methodologies/Pages/best_practices_government.aspx

5.3 Regulatory Compliance

In addition to the Information & Communications Technology plan requirements special attention should be given to referencing the following eGovernment initiatives when planning and executing projects, where applicable.

(CITC) Communications and Information Technology Commission - Acts, Regulatory Documents and Bylaws <http://www.citc.gov.sa/en/RulesandSystems/Pages/default.aspx> - particularly the Information Security Policies and Procedures Development Framework for Government Agencies

(MCIT) Ministry of Communications and Information Technology.
<http://www.mcit.gov.sa/Ar/Pages/default.aspx>

(NCDC) National Centre for Digital Certification. <https://www.ncdc.gov.sa>

Yesser eGovernment Program - Legislation & related regulations.
<http://www.yesser.gov.sa/EN/MechanismsandRegulations/Regulations/default.aspx>



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Yesser Consulting Group (YCG) can partner with Government Entities in the area of providing e-Transformation advisory services.

http://www.yesser.gov.sa/EN/BuildingBlocks/Pages/Consulting_Services.aspx

Yesser capacity building initiative (Training).

http://www.yesser.gov.sa/EN/BuildingBlocks/capacity_building_initiative/Pages/default.aspx

Yesser GSB is an entity that comprises intermediary systems that contain the integrated structure of hardware and software designed to facilitate exchange of shared government data among government entities for safe and timely online delivery of services.

http://www.yesser.gov.sa/EN/BuildingBlocks/government_service_bus/Pages/Government-entities-utilizingGSBservices.aspx

The e-Government Program Yesser has adopted an initiative to build a national electronic unified system for government correspondence known as e-Correspondence System. The initiative is based on developing an electronic platform to cover all government entities through which correspondence and documents can be easily prepared, shared, stored, tracked and recovered when needed.

http://www.yesser.gov.sa/EN/BuildingBlocks/Pages/E-Correspondence_system.aspx

National Enterprise Architecture (NEA) is a key element of the National e-Government program envisioned to incorporate a federated approach to Enterprise Architecture for the Kingdom of Saudi Arabia (KSA). The program comprises of various Enterprise Architecture elements including but not limited to Processes, Procedures, Policies, Methodology, Framework, Standards and Reference models.

http://www.yesser.gov.sa/EN/BuildingBlocks/NATIONAL_EA/Pages/default.aspx

5.4 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)

EXPRO Projects White Book
Volume 8, Chapter 2

Project Information & Communications
Technology Plan Template