

Monthly Progress Report Template

XXXXXXX

**Consulting Services for
Updating GEA with
Artifacts/Data Dictionary at
Federal Structure,
Government of Nepal**



Monthly Progress Report is a summarized activity for any IT project during the specified period. Below Template has been defined to support those activities.



Monthly Progress report for <Month Year>

<Application Name>

<Department Name>

Project Name	Updating GEA with Artifacts/Data Dictionary at Federal Structure
Client Name	Department of Information Technology, Government of Nepal
Ref.No / Work Order No./Contract date	04-2075/76 Dated:- 20/02/2019
Reporting Period	1 st May 2019 – 31 st May 2019
Term as per Contract	Six Months
Distribution List	
Client details	PwC Project Team details
<p>Department of Information Technology, Government of Nepal</p> <ol style="list-style-type: none"> 1. Mr. Laxmi Prasad Yadav DG, Department of Information Technology, Thapagaun, Kathmandu, Nepal, Email: lp Yadav@nepal.gov.np 2. Mr. Lokraj Sharma Director, Department of Information Technology, Thapagaun, Kathmandu, Nepal, Email: lokraj.sharma@nepal.gov.np 3. Mr. Sudarshan Guragain Computer Engineer, Department of Information Technology, Thapagaun, Kathmandu, Nepal, Email: sudarshan.guragain@nepal.gov.np 	<p>Engagement Partner: Mr. Amulya Patnaik</p> <p>Engagement Director: Mr. Azizur Rahman</p> <p>Project Manager: Mr. Anupam Benerjee</p> <p>Project Team:</p> <ul style="list-style-type: none"> • Mr. Debdas Chakraborty • Mr. Sourav Bhowmik • Mr. Atanu Biswas • Mr. Pravin Subedi • Mr. Salin Narhsing Shakya • Mr. Srijaya Gorkhali

Scope		Comments		
Has the objective(s) of the engagement changed?		No		
Has the scope of a deliverable(s) changed?		No		
Has the scope as per Contract/ Work order changed?		No		
Has the financial scope changed?		No		
Has the Team Composition changed?		No		
Delivery Schedule				
Is the project being impacted by external factors?		No		
Is the estimated project finish date likely to be missed?		No. All deliverables agreed via discussions have being submitted before schedule.		
Is there delay due in the approval process for which Client's intervention is required?		No		
Key deliverables submitted till date				
#	Deliverable Name covering the scope of work	Submission Date	Approval Status (Approved / Pending/NA)	Remarks
1.	Final Inception report has been shared and reviewed with Department of Information Technology (DoIT) for Review & validation	26-March-2019	Approved	Inception report has been approved
2	Final AS-IS report has been shared and reviewed with Department of Information Technology (DoIT) for review & validation	29-April-2019	Approved	AS-IS report has been approved
Major Activities performed in the reporting period				

❖ AS-IS Report Approval

- PwC team presented AS-IS report presentation three times.
 - On 13th May'19 presented in front of DoIT officials and technical committee members at Department of Information Technology, Govt. of Nepal
 - On 16th May'19 presented in front of DoIT, MoCIT & all the six departmental officials at Ministry of Communication and Information Technology, Govt. of Nepal
 - On 19th May'19 presented in front of DoIT officials and technical committee members at Department of Information Technology, Govt. of Nepal
- Ministry of Communication and Information Technology, Govt. of Nepal has provided go ahead for AS-IS report on 16th May.
- Department of Information Technology, Govt. of Nepal has approved AS-IS report on 19th May.

❖ Departmental Visit as part of GAP Analysis

- PwC team visited multiple times with the departments for information gathering on concerns, current issues, problems, challenges faced and Future planning etc.
- PwC team also identified three types of applications G2C, G2G & G2B from six departments and identified GAP as per GEA 2.0 expectation.

❖ GAP analysis report with respect to the existing GEA report preparation

- Understand GEA 1.0 and its recommendation
- Define international best practices & Standards for Nepal Govt. Enterprise Architecture.
- Find GAP in the departmental operation as per existing GEA 1.0 recommendation.
- Identified GAP in the departmental operations as per the benchmark set for GEA 2.0
- Recommendation of issues with respect to GEA 2.0 target maturity level

❖ Invoice submission of 1st & 2nd Milestone

- Invoice has been submitted to DoIT for 1st and 2nd milestone payment.

Open Issues / Risks Register / Other Points

#	Issue	Reporting period in which issue was first raised	Status (Open/ In Process)

Administration Points/Issues, (including pending invoices and relevant details)

- Approval of the GAP analysis report
- Release of payment for 1st and 2nd Milestone

Proposed activities for the next month

1. Submission and approval of GAP analysis report and Invoice submission for third milestone payment.
2. Submission of 3rd invoice for Gap Analysis deliverable
3. GAP analysis report presentation in front technical committee.
4. Discussion with DoIT and departments for To-Be finalization.
5. Design future state blueprint.
6. Recommendation of Nepal's target business architecture to deliver the Government's vision, strategy and objectives and based on the needs and requirements for the unified whole-of-government model.



7. Preparation of To-Be report and artifacts.
8. Release of payment of the invoices.

Note. This report shall be deemed to be accepted if no response is received within 7 days from the date of sending this report.