Central Information Technology Office (CITO)

Project Number:	
Project Title:	Free Open Source software ("FOSS") Policy Framework for Jamaica
Project Short Title:	FOSS- Jamaica
Start Date:	August 2012
Estimated End Date:	December 2013
Government Coop. Agency:	Ministry of Science Technology Energy and Mining - Jamaica and CITO
Implementing Agency:	CITO
Project Site:	Jamaica
Beneficiary Country:	Jamaica
Project Manager:	

SUMMARY OF CONTRIBUTIONS

A) Project Budget

Description	**US$**
Project Personnel	95,000
Training	20,000
Fellowships	5,000
Monitoring & Evaluation	10,000
Miscellaneous and Other Costs	20,000
Total:	150,000

B) Cost Sharing

USD 150,000

Participating Ccountries Contribution (in kind)

- Trainers
- Training Room / Business Centre
- Communication Facilities
- Infrastructure

Brief Description:

This project aims at facilitating the development of a National Governance framework and Policy guidelines for public and private sector enterprise adoption of Free and Open Source Software in Partnership with the Government of Jamaica.

For the	**Signature**	**Date**	**Name/Title**
ITU:	_____	___/___/_____	
Partner(s):	_____	___/___/_____	
	_____	___/___/_____	

1. BACKGROUND AND CONTEXT

General introduction

In the National Development Plan, Vision 2030 Jamaica, one of the priority sector strategies is to promote the greater use of Free and Open Source Software (FOSS) with the corresponding action being to establish FOSS pilots in a number of Government of Jamaica (GOJ) Ministries and Agencies.

Present situation/context

The GOJ has signed a three (3) Software Enterprise Agreement which ends 30th June 2013. The Government stipulated that by the end of the 3-year agreement, an analysis of using FOSS within government should be done. This would give the GOJ options when considering a renewal of the Software Enterprise Agreement. CITO has the responsibility to ensure this mandate is realized.

Problem statement/ Description of the problem

The Government of Jamaica is currently exploring alternatives to Software Enterprise Agreements that can bring similar productivity value at a lesser financial cost. As such, there is need to discover the Total Cost of Ownership for alternative software licensing model, that is, free and Open Source Systems.

National/Government Commitment

The commitment of the Government of Jamaica is found in its National Plan, Vision 2030 Jamaica. Within that document there is an action to promote greater use of Free and Open Source Software (FOSS)" reference Vision 2030 Jamaica – ICT Sector Plan.

National/Regional Strategy

Jamaica's Vision 2030 National Plan contemplates the greater use of Free and Open Source Software (FOSS) as one of the priority sector strategies, with targeted FOSS pilots in a number of GOJ Ministries and Agencies. The primary motivation for this initiative has been cost savings and mitigating the effects of vendor lock-in to proprietary IT products and services. With the rapidly increased maturity and prominence of Open Source software, many developed and developing countries, including Jamaica, are now positioning FOSS as an integral component in an overall national IT Strategic purpose geared at creating value in the economy.

Project Strategy

In order to accelerate the rate of knowledge transfer and establishment of sustainable capacity building and technical support capabilities, this initiative will leverage a programme of Academic and Research Cooperation currently being developed between UWI and the University of Informatics Sciences (UCI), based in Havana, Cuba. UCI has already developed an Open Source migration methodology that is the result of extensive research, design and development, combined with the practical experience of FOSS migration implementations for several state enterprises and ministries.

A team of specialists will be working in delivering the following scope of the services for the GOJ FOSS software migration project:

- Knowledge Transfer, including the skills and competencies to establish a resident support capability and modular FOSS migration training & certification programmes.
- Adoption and Adaptation of the UCI Methodology to suit open source migration for the Jamaican Public Sector as well as SMEs.
- A critical evaluation and review of the previous FOSS pilot undertaken by the GOJ as part of the IDB ICT Project, and the participating Agencies to determine challenges, issues and lessons learned.
- The implementation of 2 Pilot Projects for select Public Sector agencies and 1 SME Pilot Project to validate and adapt the FOSS adoption methodology as appropriate.

- Facilitating the development of a National Governance framework and Policy guidelines for public and private sector enterprise adoption of Free Open Source Software and Open Standards.

2. OVERALL PROJECT OBJECTIVE

The development of a National Governance framework and Policy guidelines for public and private sector enterprise adoption of Free and Open Source Software.

3. EXPECTED RESULTS

A National Framework for the implementation of FOSS in Government entities, the creation of a Software Migration strategy and 2 pilot projects in Government Entities.

Indicators

- Implementation of FOSS in 2 Government entities and the creation of a National Framework for the implementation of FOSS.

4. ACTIVITIES

Key project activities that will be carried out to achieve results:

- Knowledge Transfer, Methodology adaptation and Migration Support
  - Team of up to 4 open source software migration specialists will provide resident support for the knowledge transfer, development of training courses, research & evaluation, migration, solution customization and adaptation of the methodology.
  - Establish student-resourced open source technical & user support capability
- Evaluation, Review and Re-implementation of the previous GOJ FOSS pilot
  - Users Surveys/Interviews to evaluate experience, perceptions and determine current state of knowledge/acceptance of FOSS as well as training needs
  - Develop Software Migration strategy and plan for installation, deployment, user training and software support.
  - Re-implementation of 2 Pilot sites to validate and adapt the FOSS adoption methodology as appropriate
- Development of a National Governance framework and Policy guidelines for public and private sector enterprise adoption of Open Source Software
  - Examination and Review of current ICT-related governance mechanisms (including National ICT strategy, National ICT Policy, Vision 2030, eLearning strategy); Review/Benchmark of National FOSS Adoption policy in other countries and emerging best practice; Develop/harmonize Jamaica's policy on the use of open source software in the Public Sector and provide guidelines for SME FOSS/ICT adoption.

5. INPUTS

- The University of the West Indies Mona School of Business may provide the personnel for the development of the governance framework and the implementation of the FOSS pilots
- IBM may provide FOSS software and technical support.
- The Central Information Technology and the Ministry of Science Technology and Mining will provide administrative and policy support.

6. RISKS

The primary risk for this project is that in-country activities may suffer delays due to unforeseen local events and circumstances. Getting the commitment from the government in early stages of planning will minimize this risk of failure. Another factor of risk for the project is the possibility of inadequate of budget, or competency of staff, which would increase the time to completion. This risk could be reduced by provision of appropriate country training courses by partners

7. SUSTAINABILITY

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8. MANAGEMENT

The project will be implemented by the assigned Project Manager from the Area Office in close coordination with the Ministry of Science Technology Energy and Mining, CITO and the project partners. ITU and CITO as the implementing agency will supervise and administer overall implementation of the project in accordance with ITU rules and procedures.

9. MONITORING AND EVALUATION

The Project Manager will coordinate preparation of, in collaboration with other stakeholders, progress reports, which will provide a summary of the project progress, the challenges as well as any necessary change management requests that may be required for the successful project implementation.

The progress of the project will be monitored through periodic evaluation reports issued by the project and an evaluation report will be prepared at the end of the project. Upon conclusion of the project, the Project Manager will prepare a final project closure report with future recommendations that will be submitted to partners.

10. BUDGET

The estimated budget is attached as Annex 1.

11. WORK PLAN

The work Plan is attached as Annex 2.

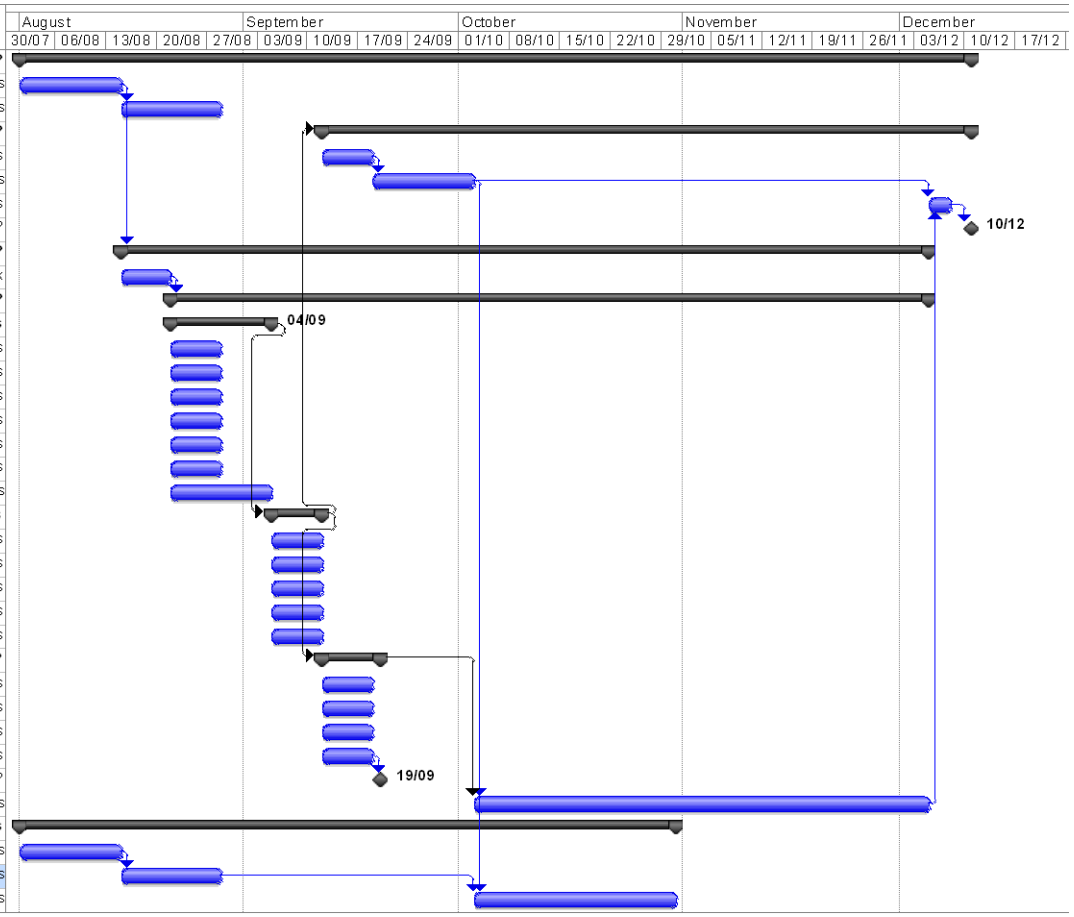
Annex 1: The Estimated Budget

Description	US$
Project Personnel	95,000
Training	20,000
Fellowships	5,000
Monitoring & Evaluation	10,000
Miscellaneous and Other Costs	20,000
Total:	150,000

The overall - **US$95,000.00** as per the details below

Activities / Resources	**Cost (US)**
Knowledge Transfer, Methodology adaptation and Migration Support from University of Informatics Sciences (UCI), Havana, Cuba. This would include a study tour of Cuba by GoJ representatives.	$62,500
Team of up to 4 open source software migration specialists from UCI will provide resident support for the knowledge transfer, development of training courses, research & evaluation, migration, solution customization and adaptation of the UCI methodology.	$36,000
Travel & Expenses for UCI team that will be resident in Jamaica for 3 months during the project	$16,500
Establish student-resourced open source technical & user support capability within the UWI eServices park (include a study tour of UCI/Cuba by GoJ & UWI representatives to view production/support model)	$10,000
Evaluation, Review and Re-implementation of the previous GOJ FOSS pilot	$12,500
Users Surveys/Interviews to evaluate experience, perceptions and determine current state of knowledge/acceptance of FOSS as well as training needs	
Develop Software Migration strategy and plan for installation, deployment, user training and software support.	
Re-implementation of 2 Pilot sites to validate and adapt the FOSS adoption methodology as appropriate	
Development of a National Governance framework and Policy guidelines for public and private sector enterprise adoption of Open Source Software	$20,000
Examination and Review of current ICT-related governance mechanisms (including National ICT strategy, National ICT Policy, Vision 2030, eLearning strategy); Review/Benchmark of National FOSS Adoption policy in other countries and emerging best practice; Develop/harmonize Jamaica's policy on the use of open source software in the Public Sector and provide guidelines for SME FOSS/ICT adoption.	
Total	**$95,000**

Annex 2: Work Plan

GAANT CHART (Project Evaluation & Review Table)

ID	Task Name	edecess	Duration
1	**Knowledge Transfer**		**94 days?**
2	Migration to Open Source Platforms		10 days
3	Basic customization of GNU/Linux Operating Systems	2	10 days
4	**Migration guide adapted to Jamaican Enviroment**	**20**	**64 days?**
5	Determine needed modifications to migration methodology		5 days
6	Elaborate Jamaican adapted Migration Guide	5	10 days
7	Update Migration guide based on Pilot project experience	6,32	3 days
8	Migration Guide aceptance meeting.	7	1 day?
9	**Evaluation, Review and Re-implementation of the previous GOJ FOSS pilot**	**2**	**80 days?**
10	Users Surveys/Interviews to evaluate experience, perceptions		1 wk
11	**Re-implement GOJ FOSS pilots based on adapted methodology**	**10**	**75 days?**
12	**Institution Information Gathering**		**10 days**
13	Hardware Information Gathering		5 days
14	Software Information Gathering		5 days
15	Gathering information about institution's own software		5 days
16	Gathering information about network services used and provided by the institutior		5 days
17	Peripheral devices information gathering.		5 days
18	Users Survey to determine training needs		5 days
19	Identify and evaluate potential risk of the migration process.		10 days
20	**Information Analysis**	**12**	**5 days**
21	Determine critical network services		5 days
22	Determine network services internal relationship		5 days
23	Classify users by their impact in the sensitization and training process		5 days
24	Define training and sensitization strategy		5 days
25	Evaluate potential solutions of software systems detected in the institution.		5 days
26	**Pilot Migration Proposal**	**20**	**6 days?**
27	Define adequate mechanism to provide internal technical support		5 days
28	Define strategy for installation, deployment and software support.		5 days
29	Document requirements of the Operating system customization.		5 days
30	Elaborate Institution Migration Plan.		5 days
31	Migration Plan Aceptance Meeting	30	1 day?
32	Re-implementation of 2 Pilot sites to validate and adapt the FOSS adoption methodol	26,6	45 days
33	**Development of a National Governance framework and Policy guidelines for FOSS**		**65 days**
34	Examination and Review of current ICT-related governance mechanisms		10 days
35	Review/Benchmark of National FOSS Adoption policy in other countries and emerging bes	34	10 days
36	Develop/harmonize Jamaica's policy on the use of FOSS in the Public Sector and Adoptior	35,6	20 days