



# Activity Report

7<sup>th</sup> Oct. 2015



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Computer Technologist

ICT department

GWI(Guyana Water Inc.)

Ministry of Communities



# Summery

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Term : June 29, 2015 - October 15, 2015

TOR (Terms Of Reference )

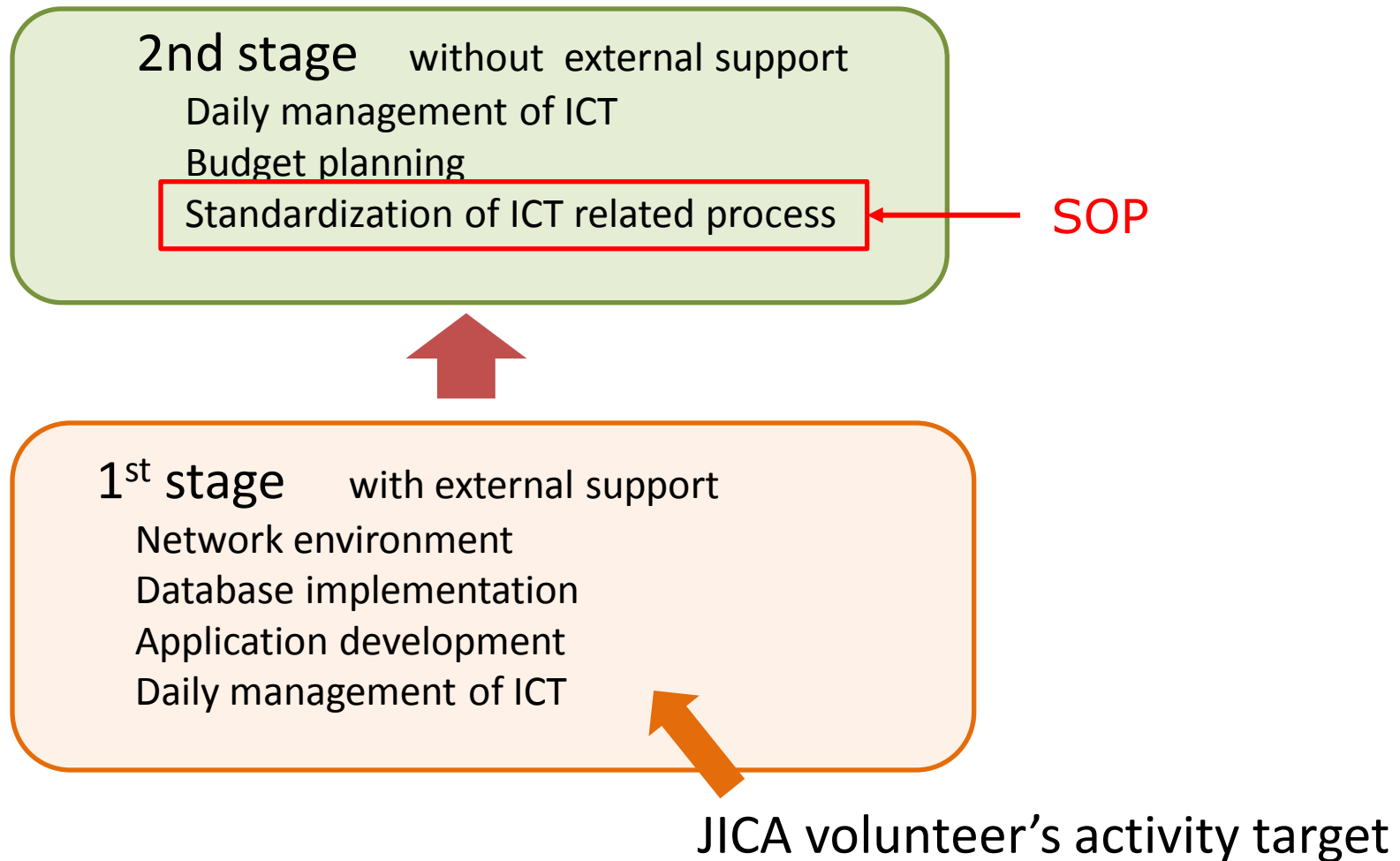
- 1) Improvement of SOP (Standard Operating Procedure)
- 2) Training of ICT skills for ICT department staff

Activity summery

Jul. 2015 : Check of SOP documents  
Aug. 2015 : Start PHP&Web programing training  
Sep. 2015 : PHP&Web programing training  
Check of SOP documents

# SOP(Standard Operating Procedure)

## Stage of ICT development in developing countries





# SOP(Standard operating Procedure)

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Points to be improved ;

- 1) Need some more visualized documents.  
Now, GWI has already developed SOP scenarios.



Documents may be easier to understand ;  
who, which section are taking part of the process  
who is responsible for each activity  
who should be notified about each action result  
what documents are made and by who  
where and when these documents are kept  
how the process should be audited and by who

Points to be improved (continued);

2) Need check list for each activity.

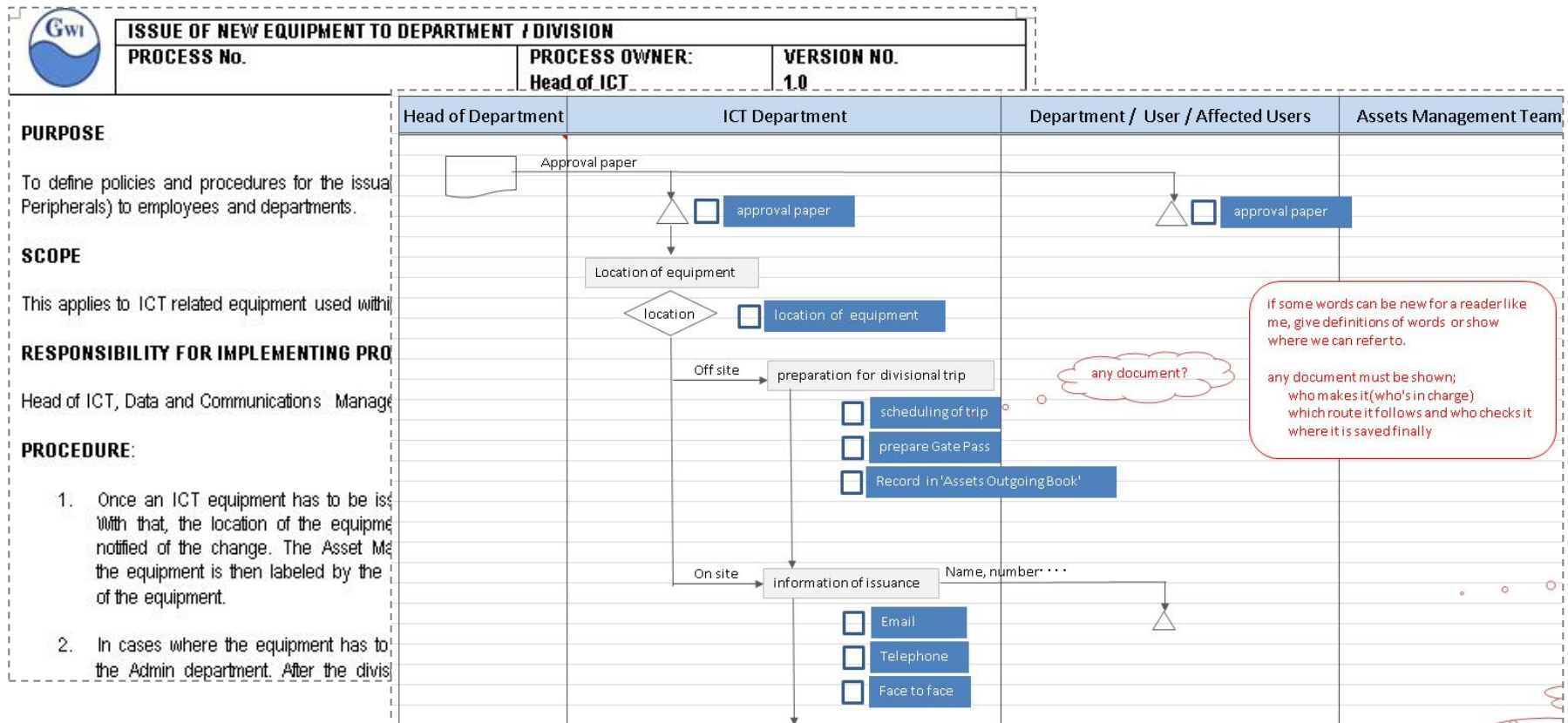


To avoid operation mistakes and keep audit trails

3) More conscious of 'RACI' in process

|     |             |   |
|-----|-------------|---|
| R : | Responsible | 'doers' of the work                       |
| A : | Accountable | approve the result                        |
| C : | Consulted   | to be consulted<br>before making decision |
| I : | Informed    | need to get informed                      |

An example;  
 this is 'visualized' procedure definition (scenario) for  
 'Issue of new equipment to department / division'





# PHP&Web programming training



## Training plan

16 sessions

including

PHP basics,  
web app's environment,  
DB tool (MySQL),  
OOP basics

7 staff in ICT department

| No. | Date        | Title   | Contents  |
|-----|-------------|---|---|
| 1   | 8/3 → 8/7   | XAMPP install & configuration                         | XAMPP : PHP development environment<br>PHP configuration (php.ini)  |
| 2   |             | PHP Basic (1)   | PHP syntax, variables, Data types, String, Constants  |
| 3   | 8/10 → 8/14 | PHP Basic (2)   | PHP Operators, If ... else, switch, while loop, for loop  |
| 4   |             | PHP Basic (3)   | PHP functions, Arrays, Superglobals   |
| 5   | 8/17 → 8/21 | PHP Basic (4)   | PHP date & time functions,<br>Coding standard / Naming convention (by PEAR)<br>Variable scope, include & require statement        |
| 6   |             | HTML overview,  | HTML tag & syntax   |
| 7   | 8/24 → 8/28 | HTML form, Form security<br>Validation check examples | Handling HTML form data<br>How to guard from XSS(cross site scripting) attacks?<br>How to check valid email address, URL address? |
| 8   |             | File handling, PHP session                            | How to handle external files?<br>What's session?  |
| 9   | 8/31 → 9/4  | PHP filter,<br>Error handling, Exception              | Filter functions<br>Error handling & Exception handling   |
| 10  |             | MySQL database  | Outline of MySQL database, DB configuration(my.ini)   |
| 11  | 9/7 → 9/11  | SQL injection   | What's SQL injection?<br>How to guard from SQL injection attack?  |
| 12  |             | Apache  | What's Apache? Apache configuration(httpd.conf)   |
| 13  | 9/14 → 9/18 | OOP in PHP  | What's OOP(Object Oriented Programming)?<br>Outline of OOP  |
| 14  |             | MVC pattern   | What's MVC pattern?<br>Model – View – Controller, simple example<br>Web programming trial   |
| 15  | 9/21 → 9/25 | SMARTY  | What's SMARTY? SMARTY as View tool in MVC.<br>How to separate HTML from PHP codes?  |
| 16  | 9/28 →      | Practice  | Develop a simple PHP web application.   |

Training text  
index page



## INDEX

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# Recommendation



## TOR (Terms Of Reference)

will make it easy for JICA volunteer to start tasks at assigned country

will give us (CP and JICA volunteer) topics to discuss what we can/should do at assigned ministry/department during our term

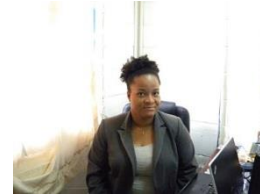
will make JICA volunteer enable to prepare for his/her activities if he/she could get before departure from Japan

### Terms of reference for JICA ICT Senior Volunteer

1. Empower teachers and lecturers on instructional technologies
2. Help schools setup learning management systems
3. Advise schools on internet management for schools
4. Help ICT teachers develop school websites
5. Assist the regions to setup Teacher Resources Development Centres (TRDC) / ICT centres
6. Advise teachers on issues of troubleshooting, repairs and maintenance
7. Help in the development of ICT in Education strategy documents and action plans for Swaziland
8. Advise on seeking support from international donors (especially Japan / JICA), government and local communities on financing ICT education
9. Help in taking stock of old computers in schools [especially those that were donated by the Computer Education Trust (CET)] that are non functional and check whether these need to be disposed of or can still be used
10. Assist in the syllabus development process of the ICT Panel for both primary and junior secondary levels
11. Assist in the set up of an ICT Panel Centre
12. Participate and make presentations at ICT Teachers' workshops
13. Assist in the networking of 40 schools' (10 in each region) computer labs
14. Provide technical assistance to some of the Ministry's outstations e.g. REO offices, NCC, tertiary institutions, etc
15. Undertake further duties as may be required in consultation with the Senior Inspector – ICT

# My colleagues

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Special thanks for kind and friendly period in Guyana you gave to me



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Thank you for all colleagues  
and kind memories in Guyana



Kenichi Tezuka  
JICA Senior Volunteer ICT