

**1. Course Title (Course Code)**

ICT4D Special Experiment 2 (e- Governance) (2283)

**2. Instructor**

Atsushi Yamanaka

**3. Term**

Fall 3(TBD) / Spring 1(TBD) / Spring 2(TBD)

**4. Outline and Objectives**

Objective of the course is to gain professional abilities to create, implement, monitor, and evaluate viable and appropriate e-Governance project/programme through familiarizing real life cases of e-Governance projects/programme in the developing countries. The course will be “hands-on” and will be conducted as a “practicum” rather than series of lectures. The practicum participants are expected to fully participate in the discussions and other interactions which are expected during the course of the practicum.

**5. Goals (Attainment Targets)**

At the end of the course, it is expected that students will gain expertise in:

- (1) Understand fundamental concept of programme / project and its formulation
- (2) Understand key characteristics of best and worst examples in the e-Governance / e-Government implementations
- (3) Identify real problems of public administration and public service delivery and give possible solutions / remedies through using ICT tools
- (4) Familiarize with creation of realistic project document to initiate a project/initiative in e-Governance
- (5) Understand real life challenges to implementing e-Governance / Government Programme / Projects

**6. Correspondence relationship between Educational goals and Course goals**

Educational goals			Course goals
High level ICT skill	Basic academic skills		
	Specialized knowledge and literacy		(2)
Human skill (Tankyu skill)	Ability to continually improve own strengths		(3) , (4), (5)
	Ability to discover and resolve the problem in society	Problem setting	(1), (2), (3) , (4), (5)
		Hypothesis planning	(1), (2), (3) , (4), (5)
		Hypothesis testing	(1), (2), (3) , (4), (5)
		Practice	(1), (2), (3) , (4), (5)
	Fundamental Competencies for Working Persons	Ability to step forward	(1), (2), (3) , (4), (5)
		Ability to think through	(1), (2), (3) , (4), (5)
		Ability to work in a team	(1), (2), (3) , (4), (5)
Professional ethics			(5)

## 7. Course Requirements

ICT4D Exercises (achievement of attainment targets is required)

## 8. Textbooks

TBD (Since this is practical course, no specific text book is assigned (so far). However, reference/recommended reading list are provided in lieu of the text book)

## 9. Reference Books

TBD (Since this is practical course, no specific text book is assigned. However, reference/recommended reading list will be provided in lieu of the text book. Students are also encouraged to read/research relevant materials while compiling their project document.

## 10. Evaluation

Goals	Evaluation method & point					
	term-end exam	quiz	report	presentation	deliverable	other
(1)				○	○	
(2)				○	○	
(3)				○	○	
(4)				○	○	
(5)				○	○	
Allocation				40	60	

## 11. Notes

The practicum course is designed to have intensive “in-person” lectures/discussions during the first and last weeks of the school semesters (Spring 1st semesters and Spring 2nd semester). Those “in-person” sessions are supplemented by weekly on-line sessions which will be conducted either from the U.S. or from other developing countries where the course instructor has assignments in. While the on-line portion of the course is expected to use video conferencing facility, the practicum participants need to anticipate that the on-online portions of the course may not have good video capability which may force the lecturer to conduct voice only sessions. In addition, the practicum participants are forewarned that the on-line portion of the practicum may need to be rescheduled due to the course lecturer’s other engagements. In such instances, the lecturer will make maximum efforts to propose a new schedule with the practicum participants at least one week prior to the originally scheduled course.

The practicum participants are expected to complete assignments/tasks every week and progress must be reported to the lecturer. Timely completions of assignments are critical for completing the final project document.

The lecturer will avail himself to the questions/concerns from the practicum participants through e-mail and other ICT tools throughout the course. Furthermore, during the “in-person” sessions, the practicum participants are encouraged to maximize the time and contact and co-mingle with the lecturer.

## Course Schedule

(Notice) This schedule is a tentative plan, there might be changes, additions, revisions etc. at the time of delivering the course.

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### Lesson 1: Introduction to the e-Governance / e-Government Practicum

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- Expectation for the course and explanation of practicum structure
- General Introduction among group

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### Lesson 2: Definition of the ICT for Development and its history

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- General Introduction of ICT and ICT For Development
- ICT for Development and its history
- Open discussion about history of ICT for Development and how international communities and different developing countries have taken until now

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### Lesson 3: Definition of e-Governance and e-Government

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- Difference between Governance and Government
- Historical perspective of difference between e-Governance and e-Government
- Open discussion of e-Governance and e-Government definition

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### Lesson 4: Emerging Trends in e-Governance / Government (Lecture/Discussion)

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- Discussion about emerging trends such as utilizing mobile for development (m-Government and m-Governance), ICT enabled payment systems, big data, open data, etc..
- Open discussion of emerging trends in e-Governance/e-Government and their impact to both developed and developing world

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### Lesson 5: Keys to effective e-Governance and e-Government Solutions

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- Open discussion of key for effective e-Governance and e-Government solutions
- Importance of Leadership (organization, government, etc.)

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### Lesson 6: Keys to effective e-Governance and e-Government Solutions – cont'd

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- Open discussion of key for effective e-Governance and e-Government solutions (continued)
- Appropriate Technology vs Disruptive Technology (what would be the most effective ways of implementing e-Governance / e-Government projects / solutions?)

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### Lesson 7: Identification of e-Governance / e-Government Programme / Projects

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Identification of e-Government / e-Governance projects

- Creation of sample Tankyu charts for potential problem and solutions.
- Review of sample e-Governance projects
- Difference between Programme and Projects
- Discussion

**Assignment 1: Compile Tankyu Charts for potential e-Governance / e-Government Project(s)**

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**Lesson 8: Introduction to the Project Document - Pt. 1**

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Review different outlines / components of Project Document(s)

- Explanation of effective project documents (components and attributes)
- Presentation of sample e-Governance/e-Government project documents from major donors.
- Discussion of Outputs and Outcomes and respective indicators
- Discussion

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**Lesson 9: Introduction to the Project Document - Pt. 2**

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Review different outlines / components of Project Document(s)

- Presentation of sample e-Governance/Government project documents from major donors (by students)
- Discussion of Outputs and Outcomes and respective indicators
- Presentation of sample project document templates from different donors
- Discussion

**Assignment 2: Research different e-Governance / Government projects for presentation**

**Assignment 3: Come up with analysis of different project documents form different agencies**

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**Lesson 10: Introduction to the Project Document - Pt. 3**

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Review different outlines / components of Project Document(s)

- Presentation of project document templates from major donors (by students)
- Discussion of Outputs and Activities and respective indicators
- Discussion

**Assignment 4: Refine Potential / Prospective Project (Tankyu Chart) and its abstract**

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**Lesson 11: Creation of situational Analysis and other environmental variable – Pt.1**

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Creation of situational Analysis and other environmental variables

- Explanation of critical component for situational analysis and other environmental variables in project documents.
- Discussion of effective and concise situational analysis and other environmental variables in project document

**Assignment 5: Further refine Potential / Prospective Project (Tankyu Chart) and its abstract**

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**Lesson 12: Creation of situational Analysis and other environmental variable – Pt.2**

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Creation of situational Analysis and other environmental variables

- Presentation of situational analysis (compiled as an assignment to Lesson 9)
- Discussion (Critique)

**Assignment 6: Draft situational analysis of potential / prospective project.**

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**Lesson 13: Creation of Programme / Project Logframe – Pt.1**

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Creation of Programme / Project activities

- Identification and compilation of programme / project Impact / Outcomes for the project
- Clarifying and differentiating Impact and Outcomes and respective indicators
- Discussion

**Assignment 7: Finalize situational analysis of potential / prospective project.**

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**Lesson 14: Creation of Programme / Project Logframe – Pt.2**

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Creation of Programme / Project activities

- Presentation of compiled programme / project Outcomes / Impact for the project
- Discussion (Critique)
- Identification and compilation of programme / project Outputs / Activities for the project
- Clarifying and differentiating Outputs / Activities and respective indicators

**Assignment 8: Compile realistic and feasible programme / project Outcomes / Impact(s)**

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**Lesson 15: Creation of Programme / Project Logframe – Pt.3**

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Creation of Programme / Project activities

- Presentation of compiled programme / project activities for the project
- Discussion (Critique)

**Assignment 9: Further refine realistic and feasible programme / project Outcomes / Impact(s)**

**Assignment 10: Compile first draft of realistic and feasible programme / project Outputs / Activities based on the Project Outcomes / Impact(s)**

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**Lesson 16: Creation of Programme/Project Logframe – Pt.4**

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Creation of Programme/Project Log Frame

- Presentation of compiled programme/project activities for the project
- Discussion (Critique)
- Compilation of Log Frame from Impacts/Outcomes/Outputs/Activities

**Assignment 11: Further refine and compile realistic and feasible programme / project Outputs / Activities**

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**Lesson 17: Creation of Programme / Project Logframe – Pt.5**

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Creation of Programme / Project Log Frame

- Presentation of completed Log Frame for the project
- Discussion (Critique)

**Assignment 12: Compile first draft of completed Log Frame from Impact(s) / Outcomes / Outputs / Activities**

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**Lesson 18: Budgeting Programme / Projects**

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Budgeting Programme / Project

- Sample criteria for budget.
- Discussion of overhead and other line items
- Realistic costing based on sample proposed activities
- Discussion

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**Lesson 19: Risk Analysis**

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Risk Analysis and Mitigation

- Sample risks from different projects
- Discussion of potential risks in e-Government / Governance projects
- Mitigation Methodology
- Discussion

**Assignment 13: Further refine Log Frame for the prospective project**

**Assignment 14: Compile first draft budget based on the activities for the prospective projects**

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**Lesson 20: Project Management – Pt.1**

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Project Management Tool

- Explanation of different project management tools
- Potential pitfalls for project delay and stagnation
- Compilation of time bound activity chart (Gaunt chart and others)
- Discussion

**Assignment 15: Further refine Log Frame for the prospective project**

**Assignment 16: Further refine budget**

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**Lesson 21: Project Management – Pt.2**

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Project Management Tool

- Explanation of different project management tools
- Potential pitfalls for project delay and stagnation
- Compilation of time bound activity chart (Gaunt chart and others)
- Discussion

**Assignment 17: Compile first draft of Risk Analysis and mitigation for the prospective projects**

**Assignment 18: Compile first draft of gaunt chart or other management tool for the activities of Prospective projects**

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**Lesson 22: Funding Programme / Projects - Pt.1**

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Funding Programme / Project

- How best to fund project / programme?
- Identification for donors / supporters for specific projects
- Discussion

**Assignment 19:** Further refine gaunt chart or other management tool for the activities of Prospective projects

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**Lesson 23: Funding Programme / Projects - Pt.2**

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Funding Programme / Project

- Current Trends of major ICTD donors
- Discussion about creative ways to funding projects (new emerging tools)

**Assignment 20:** Research and compile donor matrix for target country (*individual assignment*)  
**Assignment 21:** Come up with funding mechanism/strategy for the compiling projects / programme

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**Lesson 24: Funding Programme / Projects - Pt.3**

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Funding Programme / Project

- Presentation of donor matrix of targeted countries
- Discussion

**Assignment 22:** Further refine funding mechanism/strategy for the compiling projects / programme  
**Assignment 23:** Start compiling final project document

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**Lesson 25: Funding Programme / Projects - Pt.4**

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Funding Programme / Project

- Presentation of funding mechanism / strategy for compiling projects / programme
- Discussion (Critique)

**Assignment 24:** Further refine Final Project Document

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**Lesson 26: Project Presentation –Preparation**

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Project Presentation – Lecture on effective presentation

- Techniques for better presentation
- Discussion (Critiques) of sample presentations

**Assignment 25:** Start compiling project presentation (elevator talk, prolonged presentation, and market place)

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**Lesson 27: Project Presentation – Elevator Talk**

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Presentation for projects (elevator talk)

- Selling compiled projects in one minutes.
- Peer Review

**Assignment 26: Finalize presentations for the compiled programme / projects for lessons 27 - 29**

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**Lesson 28: Project Presentation – Full Presentation - Pt.1**

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Presentation for projects (full presentation)

- Presentation for compiled projects and Peer Review
- Discussion (Critique)

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**Lesson 29: Project Presentation – Full Presentation - Pt.2**

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Presentation for projects (full presentation)

- Presentation for compiled projects and Peer Review
- Discussion (Critique)

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**Lesson 30: Project Presentation–Market Place & Way forward–realizing programme / projects**

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Project Presentation – Market Place

Way forward – Toward realization of programme/projects

- Market Place
- Discussion of how to move ahead with the compiled programme/projects

**Assignment 27: Submission of Final Project Document**