

**1. Course Code**

2283

**2. Course Title**

ICT4D Special Experiment

**3. Teacher**

YAMANAKA, Atsushi

**4. Term**

Spring 1 - Spring 3 \*Tentative

**5. Course Requirements (Courses / Knowledge prerequisite for this course)**

2251 Tankyu Practice

2285 ICT for Developments

Or equivalent professional and/or experiences or approval from the lecturer.

**6. Course Overview 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.

**7. Course Outline**

\* Please note that this course outline is an example from 2020 class and subject to change. Pace of subjects matter taught at the class and composition of topics will be modified depending on such factors as composition of class, understanding of the students, and focus area of students. In addition, depending on the pace of the course, the course may need to add a few more sessions beyond 30 planned sessions (e.g.; 2020 class had two additional sessions beyond original 30 sessions).

- 1 Introduction to ICT4D Projects e-Governance/Government
- 2 Introduction to ICT4D concepts (cont'd)
- 3 Defining e-Governance and e-Government
- 4 Defining different types of ICT4D initiatives
- 5 Defining different types of ICT4D initiatives (cont'd)
- 6 Different types of ICTD Theories
- 7 Keys to effective e-Gov (ICT4D) Solutions/Project/Programme
- 8 Project Identification and Project Document 101
- 9 Project Identification and Project Document 101 (cont'd)
- 10 Different components of Project Document
- 11 Different components of Project Document (cont'd)
- 12 Group Project Identification
- 13 Project Template Analysis

- 14 Situational Analysis
- 15 Situational Analysis (Presentation)
- 16 Intro to Log-frame
- 17 Log-frame (Cont'd)
- 18 Project Strategy
- 19 Project Strategy (Presentation)
- 20 Log-frame (Presentation)
- 21 Log-frame (Presentation - cont'd)
- 22 Inputs
- 23 Resource Mobilization
- 24 Inputs (Presentation)
- 25 Resource Mobilization (Presentation)
- 26 Donor matrix
- 27 Donor matrix (Presentation)
- 28 Elevator Pitch
- 29 Full Project Presentation
- 30 Development Marketplace

#### 8. Textbooks (Required Books for this course)

TBD (Since this is practical course, no specific text book is assigned. However, reference/recommended project documents and other reading materials will be provided in lieu of the text books).

#### 9. Reference Books (optional books for further study)

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. Course Goals (Attainment Targets)

- (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 (and other ICTD) 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/e-Government (and other ICTD area)
- (5) Understand real life challenges to implementing e-Governance/Government (and other ICTD) Programme/Projects
- (6)
- (7)
- (8)

#### 11. Correspondence relationship between Educational goals and Course goals

Educational goals of the school		Course Goals
High level ICT skills	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)	

## 12. Evaluation

Goals	Evaluation method & point allocation					
	examination	Quiz	Reports	Presentation	Deliverables	Other
(1)				○	○	
(2)				○	○	
(3)				○	○	
(4)				○	○	
(5)				○	○	
(6)						
Allocation				40	60	

## 13. Evaluation Criteria

Examination	N/A
Quiz	N/A
Reports	N/A
Presentation	Presentations (Presentations of different components, individual elevator pitch, group full presentation, and Group Development Marketplace) and participation (active discussions during the class) counts for 40% of the course grade
Deliverables	Different deliverables consist of individual assignments (Definitions, Individual Project Idea, Project Template Analysis, Donor Matrix) and group assignments (Group Tankyu Chart, Different Components of Project Document, Final Project Document)
Other	N/A

## 14. Active Learning

Hourly percentage of active learning within the whole class time		80%~100%
1	Active learning such as problem solving assignment using the knowledge and skills acquired in class.	All the time

2	Active learning such as group works and discussions.	All the time
3	Outcome presentations and feedbacks.	All the time
4	Students actively make decisions on how the class should be conducted.	All the time

## 15. Notes

The practicum course was originally designed to have intensive and "in-person" lectures/discussions during the first and last weeks of the school semesters (Spring 1st semesters and Spring 2nd semester) which are supplemented by weekly on-line session which will be conducted either from the U.S. or from other developing countries where the course instructor has assignments in. This mixed style of learning was not feasible for the school year 2020 due to COVID-19 Pandemic. Instead, entire class was conducted on-line using telecommunication tool. It is still uncertain what kind of arrangements will be available for the school year 2021 but it is the intention of the lecturer to revert to the normal hybrid style of teaching to maximize the experiences of the students taking the class. The situation, however, is fluid at this point and, as such, the students intended to take the class is forewarned with a potential of taking the entire class online.

In addition, the practicum participants are forewarned that the schedule of the class may need to shift 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 their time to actively interact with the lecturer.

## 16. Course plan

(Notice) This plan is tentative and depending on the progress, understanding, and focus of the class, the contents and the delivery schedule will be modified accordingly.

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

Lecture 90 min

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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

Lecture/ Discussion 90 min

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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

Lecture/Discussion 90min

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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 90min

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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

Lecture/Discussion 90min

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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

Lecture/Discussion 90min

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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

Lecture/Discussion 90min

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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

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

Lecture/Discussion 90min

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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 (Online)

Lecture/Discussion 90min

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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 (Online)

Lecture/Discussion 90min

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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 (Online)

Lecture/Discussion 90min

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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 (Online)

Lecture/Discussion 90min

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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 (Online)

Lecture/Discussion 90min

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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 (Online)

Lecture/Practice 90min

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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 (Online)

Lecture/Practice 90min

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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 (Online)

Lecture/Discussion 90min

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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

Lecture/Discussion 90min

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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

Lecture/Discussion 90min

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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

Lecture/Discussion 90min

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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

Lecture/Discussion 90min

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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

Lecture/Discussion 90min

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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

Lecture/Discussion 90min

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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                      Lecture/Discussion 90min

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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                      Lecture/Discussion 90min

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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

SEP

Assignment 23: Start compiling final project document

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Lesson 25: Funding Programme/Projects - Pt.4                      Lecture/Discussion 90min

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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                      Group Work 90min

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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                      Lecture/Practice 90min

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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

Presentation/ Discussion 90min

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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

Presentation/ Discussion 90min

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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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Presentation 90min

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