**TEMPLATE FOR IDENTIFYING AND REPORTING ON SERVICES TO BE DIGITALISED**

1. Identification of Services to be Digitalised being a key performance indicator is to be done by all Directorates Divisions and Units and submitted for further analysis by the committee.
2. The submissions are done through the portal: [Portal: https://digitilisation.go.ke](http://?), Email: [digitilisation](http://?)@moict.go.ke

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| **Ministry Name** | |  |  |  | |  | | | | |
| **State Department** | |  |  |  | | **ICT and Digital Economy** | | | | |
| **MDA Name** | |  |  |  | | **ICT and Digital Economy** | | | | |
| **Department Name/Division/Unit** | |  |  |  | | ***e.g. Human Resource Department*** | | | | |
| **No.** | **Name of Service** | **Type (citizen centric or Back-office)** | **Consumers of Service** | **Current Status (Digitalised, ongoing, Manual)** | **Timelines (Yearly)**  **Completed**  **Y1-2023/24**  **Y2-2024/25**  **Y3-2025/26**  **Y4-2026/27** | | **Is service onboarded on e-citizen (Yes/no)** | **Business/ Process Owner** | **Guiding Legal Instrument/ Policy** | **Remarks** |
| *1.* | *Processing of training projections/Needs* | *Backoffice process* | *All officers, HR, Accounts* | *planned* |  | |  | *HRM* | *HR Training Policy* |  |
| *2.* | *Transport service requisition/Management* | *Backoffice process* | *All officers, Admin, drivers* | *planned* |  | |  | *Admin-Transport* | *GoK Transport Policy* |  |
| *3.* |  |  |  |  |  | |  |  |  |  |
| *4.* |  |  |  |  |  | |  |  |  |  |
| *5.* |  |  |  |  |  | |  |  |  |  |