

**WEBSITE AND INTRANET TRAINING OF TRAINER CAPACITY BUILDING AND ARRIVAL OF THE CONSULTANT ON A 4 DAYS INTENSIVE COMPLETION AND TRAINING PROGRAMME**

**LOCATION: PARLIAMENT OF SIERRA LEONE – O.A.U DRIVE, TOWER HILL, FREETOWN, SIERRA LEONE**

**ACTIVITY SCHEDULE**

1. Consultant will travel from India on the 25<sup>th</sup> – 27<sup>th</sup> March, 2022

**Day One – 28<sup>th</sup> March, 2022**

2. Participate in a kickoff meeting with the leadership, the administration of Parliament together with the technical assistance team to discuss the experience of the consultant during the design of the website and the intranet portal.
3. Deployment, configuration and installation of the systems to the local servers
4. Completion of the website and Intranet portal systems
5. Solving bugs, minor errors, glitches, graphics and multimedia challenges

**Day Two – 29<sup>th</sup> March, 2022**

6. Submission of a detail completion report covering all the phases of the Website and the Intranet portal to the POSL and the Human Dynamics team.
7. Conduct user acceptance testing to ensure the program can be used easily, quickly and accurately
8. Train Software and systems development unit on website and Intranet portal maintenance and content update (Phase One)

**Day Three – 21<sup>st</sup> December, 2021**

9. Train Software and Systems development unit on website and Intranet portal maintenance and content update (Phase Two)
10. Submission of user and technical documentation for the website and the Intranet Portal, project documentations, source codes and user manual.
11. Perform direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements

**Day Four – 22<sup>nd</sup> December, 2021**

12. Train Software and Systems development unit on website and Intranet portal maintenance and content update (Phase Three)
13. To connect and configure Parliament local servers and security firewalls to the website hosting and the intranet portal to enhance network security infrastructure and to ensure smooth flow of information between the two servers.

14. Produce detailed documentation on technical specifications; user guide; challenges and lessons learnt.
15. Website and Intranet maintenance