



NATIONAL SEMI ARID RESOURCES RESEARCH INSTITUTE (NaSARRI)

-SERERE

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20

PERFORMANCE PLAN 2017/2018

NAMES MBALULE SIMON

FILE NO 1682

POSITION: SYSTEMS ADMINISTRATOR

DIRECTORATE/INSTITUTE NATIONAL SEMI ARID RESOURCES RESEARCH INSTITUTE (NaSARRI)

PROGRAMME/UNIT: ADMINISTRATION- INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

APPRAISER(NAMES) DR. MICHAEL UGEN

DESIGNATION OF APPRAISER: DIRECTOR

PERIOD OF APPRAISAL: JULY 2018- JUNE 2019

DATES OF APPRAISAL: JULY 2019

**Part B(1): Performance Planning
Key Outputs, Performance Indicators &
Performance Targets**

(To be completed by the Staff and
Supervisor at the beginning of the

assessment period)

Outputs	Performance Indicators	Agreed Performance Targets
Staff supported in computer use and safety of working directories.	<ol style="list-style-type: none"> 1. Staff able to use computer 2. Working directories safe guarded from damage 	<ol style="list-style-type: none"> 1. Conduct seminar on best computer practices to 20 staff by March 2019. 2. Installation of Softros LAN messenger application software to 10 computers on LAN by June 2019 to ease information sharing. 3. Maintaining computers and their peripherals like printers, scanners for staff. 4. Antivirus application software's installed on 30 computers by June 2019.
Computer logs generated	ICT equipments and software's working effectively.	<ol style="list-style-type: none"> 1. Develop meta-database to store computer logs and IP addresses on LAN

Uninterrupted internet services ensured	Effective internet services	<ol style="list-style-type: none"> 1. Internet connectivity for 40 staff maintained throughout the year as per the subscribed 2mbps bandwidth. 2. Configuring and maintaining of system software on server to effectively monitor both active and in-active users on the LAN by June 2019 3. Maintaining firewall on server to enable blocking/passing of specific Internet Protocol (IP) for both network/internet access. 4. To maintain three (3) secured wireless hotspots by June 2019 5. Maintain Linksys wireless broadband router as alternative internet server to assign Dynamic Host Configuration Protocol (DHCP) of Internet Protocol (IP) addresses to 50 computers on the network 6. To conduct three (3) quarterly review meetings to evaluate the performance of the internet service at Airtel Uganda Limited and advise management by May 2019
ICT specifications, Work plan and procurement plan developed	1. Quality ICT equipments acquired	<ol style="list-style-type: none"> 1. Develop work plan and budget for the ICT department for FY 2019/2020 2. Develop procurement plan for the ICT department for FY 2019/2020 3. Update minimum specifications to guide procurement of quality ICT equipments across all programs.
Institute Website updated and E-board prototype developed	Interactive Application systems	<ol style="list-style-type: none"> 1. Update website with technological information 2. Develop E-board prototype for information sharing of working directories, files on LAN 3. To conduct training in database management and web development
Intercom connectivity maintained	Internal communication improved	To maintain 40 extension lines

Signed by; Appraisee (Names, signature & date) MBALUKE SIMON MS 13/07/2018

Signed by; Appraiser (Names, signature & date) MICHAEL A. UGOE AS 13.07.2018

Director's Comment: Very good performance plan for the coming year. Please make sure you follow up on areas indicated for improvement from last year assessment.

Approved by Director NaSARRI (Names, signature & date)