



Annual Plan
 (July 2010 – June 2011)
 Program: IKM
 unit: L.T.U

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 17/11/10

Approved by CE:

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Objective	OVI	Activities	MOV	Output	Outcome	Time Frame	Risk/ Assumptions	Mitigation
To make Effective Network Based Environment & smoothly running Systems.	<ul style="list-style-type: none"> Installed RAM, HDD, OS & other required hardware and software Hardware running smoothly using all sources and resources Backup files Written complaints Webbased e-mail server established Stock register Record 	<ul style="list-style-type: none"> Needs identification. Installation of RAM, Hard disk, OS and other required H/W and S/W Regular Maintenance Trouble shooting and maintenance Staff Data Backup On job Staff Assistance Webbased email Server and 	<ul style="list-style-type: none"> Financial report Stock Record Upgraded system (RAM, HDD, OS & other required hardware and software) Backupted files Email accounts 	<ul style="list-style-type: none"> well-organized and well managed network Upgraded Network. System well organized and maintained Day to day problem solved 	<ul style="list-style-type: none"> Staff efficiency enhance friendly environment Model protocols developed for improving the L.T policies of AwazCDS and other CSOs of Sp 	<ul style="list-style-type: none"> Through out the year as per need 	<ul style="list-style-type: none"> Hardware failure Network damage Virus problem 	<ul style="list-style-type: none"> Re-development of network R-installation of System. Purchase original and well updated Antivirus

	maintained	e-mail accounts maintenance						
<ul style="list-style-type: none"> To Update and Upload new Web Pages (Awaz CDS and GCAP Pakistan Websites) 	<ul style="list-style-type: none"> Latest data uploaded on Website on regular basis 	<ul style="list-style-type: none"> Relevant data collection from relevant units 	<ul style="list-style-type: none"> Updated web site 	<ul style="list-style-type: none"> Updated web site 	<ul style="list-style-type: none"> Visitors having improved access to information. Right information ensured through world wide web system (Electronic Media) 	<ul style="list-style-type: none"> As per need through out the year 	<ul style="list-style-type: none"> Internet speed problem Shortage of Storage space on domain Ftp service problem Control panel problem 	<ul style="list-style-type: none"> Update c:panel Increase storage space

Annual leaves Schedule

Muhammad Maqbool (I.T.O)

10-01-2011 to 20-01-2011