



SUMMARY OF PRE-REQUISITES FOR WEBSITE IMPLEMENTATION (Phase 0)

SI No	Description of Activity	Responsibility	Time Frame
1	Domain Registration for Department	Dept + SeMT	1 week
2	Constitution of ePrastuti Governance Structure <ul style="list-style-type: none">• Project Steering Committee• Support Structures: Content Mangers, Master Trainers and Site Administrators	Dept	1 week
3	Content Mangers Workshop to identify ,finalise and categorise content	Dept + WDC	2 weeks
4	Government eMail creation <ul style="list-style-type: none">• For the Department• For the members of the ePrastuti Governance Structure	Dept + NIC	1 week
5	Infrastructure for Department to upload content <ul style="list-style-type: none">• Client systems and Net connectivity	Dept	TBD by the dept.
6	Budget for Website Development	Dept	
7	Prepare the broad scope of work for floating RFQ. This is to be done if budget is available.	Dept + WDC + SeMT	1 week
8	<ul style="list-style-type: none">• Bid evaluation and Selection of agency from the list of five agencies technically empanelled by the IT department• Signing of agreement and Issue of Work Order	Dept	2- 3 weeks

After the pre-requisites are met, the phase for development of Website will be initiated.