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| 🗹**SUMMARY OF PRE-REQUISITES FOR WEBSITE IMPLEMENTATION (Phase 0)** |
| **Sl No** | **Description of Activity**  | **Responsibility** | **Time Frame** |
| **1** | Domain Registration for Department  | Dept +SeMT | 1 week |
| **2** | Constitution of ePrastuti Governance Structure* 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* For the Department
* For the members of the ePrastuti Governance Structure
 | Dept +NIC | 1 week |
| **5** | Infrastructure for Department to upload content* 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** | * 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. |