

VC(I)31

# UNIVERSITY OF CAPE COAST

## DIRECTORATE OF ICT SERVICES

Telephone (Direct): 0332096289

Email: [dicts@ucc.edu.gh](mailto:dicts@ucc.edu.gh)



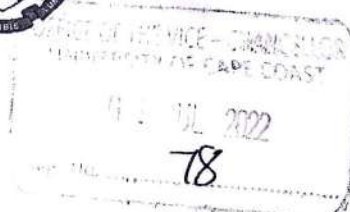
University Post Room, UCC  
Cape Coast, Ghana

17

Our Ref: DICTS/VC/VOL.5/28

The Vice-Chancellor  
University of Cape Coast

27<sup>th</sup> June, 2022



Dear Sir,

### PRESENTATION ON E-PROCUREMENT SOFTWARE

Reference is made to the Monitoring and Evaluation retreat held on 20th January, 2022 in Accra, to discuss the broadening of the scope of the Monitoring and Evaluation (M&E) office. A discussion was also held on automation of procurement process in the Universities. Participants at the retreat included the Vice-Chancellor, the Pro Vice-Chancellor, the Registrar and Provosts of the Colleges.

The Monitoring and Evaluation Unit was subsequently tasked by the Vice-Chancellor to work with the Directorate of Information and Communication Technology Service (DICTS) and Procurement Unit to develop a system to automate the University's procurement processes.

We are happy to inform you that the team led by DICTS and comprising the Procurement Section, Directorate of Finance, Directorate of Internal and Audit and Central Stores with M&E as coordinating office has successfully developed the automated system. Series of meetings were held by the team towards the development and testing of the software and we are prepared to demonstrate to Management how the system works and for their additional inputs.

We would therefore be grateful if an arrangement could be made for a scheduled date and time with Management and stakeholders for the demonstration.

Counting on your co-operation.

Yours faithfully,

Dr. Regina Gyampoh-Vidogah  
(DIRECTOR)

cc: Pro-Vice Chancellor  
Registrar  
Head, M&E Unit  
Head, Procurement Section

UNIVERSITY OF CAPE COAST  
OFFICE OF THE VICE-CHANCELLOR  
MONITORING & EVALUATION UNIT

22 AUG 2022

RECEIVED

VC to see  
11/7/22

SAR

③ Pls, let's invite the Ctee to make presentation to Mgt  
13/08/2022

④ AR M&E

Min. 2 fya, pls.  
The date is 19<sup>th</sup>  
August, 2022, please  
17/08/2022

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UNIVERSITY OF CAPE COAST  
CAPE COAST, GHANA  
**OFFICE OF THE VICE-CHANCELLOR**  
**MONITORING AND EVALUATION UNIT**

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UNIVERSITY POST OFFICE  
CAPE COAST

Our Ref: MEU/M&E/22/V.1/93

31<sup>st</sup> October, 2022

Director  
Directorate of Information and Communication Technology Services  
UCC

Dear Madam,

**ROLL-OUT/PILOT OF ELECTRONIC PROCUREMENT (E-PROCUREMENT) SYSTEM**

Following the successful presentation of the electronic procurement (e-procurement) system on the 24<sup>th</sup> of August, 2022 and 23<sup>rd</sup> September, 2022 to University Management and key office holders in the University (Deans, Heads of Department, Coordinators, etc) respectively, there is the need to continue with the next schedule which is the roll-out of the system alongside the conventional procurement processing.

It is expected that after the two months concurrent roll-out of the system with the conventional procurement process used presently in the University, all office holders will become abreast with it to enable its sole deployment subsequently in January, 2023.

We entreat you to kindly incorporate suggestions made by key stakeholders towards roll-out of the system from the second week in November - **precisely 14<sup>th</sup> November, 2022**- and also take steps to put together the user manual.

We count on your usual cooperation to ensure full operationalisation of the system in **January, 2023**.

Thank you.

Yours faithfully,

  
D. YEBOAH MENSAH (ChPA)

**ASSISTANT REGISTRAR/SECRETARY, M&E TEAM**

cc: Vice-Chancellor  
Pro Vice-Chancellor  
Registrar  
Director of Finance  
Director of Internal Audit  
Director, ACECoR  
Head, Procurement Section  
Head, Central Stores and Supplies Section



**UNIVERSITY OF CAPE COAST**  
**DIRECTORATE OF ACADEMIC PLANNING AND QUALITY ASSURANCE**  
**MINUTES OF THE MEETING HELD WITH THE MANAGEMENT INFORMATION**  
**SYSTEMS SECTION OF THE DICTS HELD ON 18<sup>TH</sup> APRIL, 2024 AT THE OFFICE**  
**OF THE HEAD OF MIS AT 9:00A.M**

**1.0 Attendance**

Prof. Daniel Agyapong	Director, DAPQA
Dr. Justice Mensah	Senior Research Fellow, DAPQA
Dr. Prosper Dzifa Dzamesi	Research Fellow, DAPQA
Dr Dickson Okoree Mireku	Research Fellow, DAPQA
Mr. Dominic Amoateng Sabeng	Assistant Research Fellow, DAPQA
Mr. Prosper Kissi	Assistant Research Fellow, DAPQA
Mr. Kenneth Ebo Owuyaw	Head, MISS
Mr. Divine Selorm Wemegah	System Analyst
Mr Obed Barnes	Senior ICT Assistant
Mr. Richmond Gyamfi Nkatiah	ICT Assistant
Dr. Mrs Edinam Bernice Amenumey	Senior Assistant Registrar

**2.0 Opening**

The meeting commenced at 9:10 a.m. and the Director of the Directorate of Academic Planning and Quality Assurance informed all present that they were meeting to have further discussion regarding the dashboard that DAPQA had requested the Management Information System Section (MISS) to develop.

**3.0 Background**

Following the launching and orientation of all stakeholders of the University on the strategic plan and training on the development of an Operational Plan (OP), DAPQA commenced discussions with the MISS to develop a digital platform to aid the university in the implementation of the strategic plan by lodging the operational plans of the various colleges, directorates, departments, sections and units within the University. The dashboard was to be a graphical user interface that was to provide key performance indicators of the OP of the units within the University. The OP



is also a year-by-year plan of activities that the units would undertake geared at a yearly fulfilment of the strategic plan. The establishment of the dashboard is thus in fulfilment of part of the frameworks captured in the strategic plan for easy implementation. The meeting was therefore called for DAPQA to enlighten the MIS on the details of DAPQA's expectations regarding the dashboard.

#### **4.0 Discussion**

4.1 The discussions centred on the platform's flow. This concerned the dashboard's interface, how it would appear to the users, at various levels, etc.

4.2 In explaining to the developers – the MISS, the Director mentioned that it was expected that it would serve as an interactive platform that would allow users to put in their own details, which would help DAPQA to filter, generate reports to help advise management in decision making with regards to the strategic plan implementation and other activities of the University.

4.3 He indicated that the dashboard should be created such that it would give access to heads of units, sections and departments located in the schools, faculty or directorates to input their data regarding their OP. The deans and directors would have access to view the information of departments, sections and units that fall under them.

4.4 Likewise, colleges would also have access to the information on the schools and faculties under them.

4.5 DAPQA, however, would, have access to all units, sections, departments, schools/faculties and college platforms along with the Registrar, Pro Vice-Chancellor and Vice-Chancellor Offices.

#### **5.0 Outlook of the Dashboard**

The Director further stated that the platform would have the information presented as spreadsheets and would feature the following (among others) for each unit.

- objectives and their performance indicators
- output and their performance indicators,
- outcome and their performance indicators
- the impact and their performance indicators

Further, the various activities that would be carried out under the objectives would also be featured as well as budget and performance targets.

#### **6. Decisions**

It was agreed that the MISS would carry on with the work and call for a meeting to demonstrate how far they have gone and allow any further inputs from DAPQA.

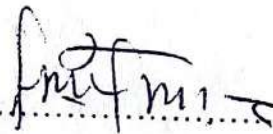
## Closing

The meeting was brought to a close at 11:05 am.



Professor Daniel Agyapong

Chairman



Edinam Bernice Amenumey (PhD)

Secretary

## Template for Dashboard Development

1 message

Directorate of Academic Planning and Quality Assurance <dapqa@ucc.edu.gh> Thu, Feb 22, 2024 at 2:06 PM  
To: Kenneth Ebo Owuyaw <kowuyaw@ucc.edu.gh>, Daniel Agyapong <dagyapong@ucc.edu.gh>, Edinam Bernice Amenumey <edinam.amenumey@ucc.edu.gh>

Hello Sir,

Please, find the attached links to the templates as discussed.

1. A link connecting you to the sample operational plan 2024 of DAPQA

<https://docs.google.com/spreadsheets/d/173a0WCjUKhAa79crpWvn-YoYQZC58D6X/edit?usp=sharing&ouid=113201683147269656282&rtpof=true&sd=true>

2. The link to the template for Academic Planning of Academic Programmes in the University.

<https://docs.google.com/spreadsheets/d/1DkPjR7avqWeluaAvi3SxaxCyPvc--X5p/edit#gid=657858461>

Thanks



## Creation of Dashboard or Platform for Academic Planning

1 message

Directorate of Academic Planning and Quality Assurance <dapqa@ucc.edu.gh>

Fri, Dec 22, 2023 at 8:47 AM

To: Directorate of Information & Communication Technology Services <dicts@ucc.edu.gh>

Cc: Vice Chancellor <vc@ucc.edu.gh>, The Office of the Pro-Vice Chancellor <pro-vc@ucc.edu.gh>, Internal Audit <audit@ucc.edu.gh>, Directorate of Finance <dof@ucc.edu.gh>, Directorate of Academic Affairs <daa@ucc.edu.gh>, SAM JONAH LIBRARY <library@ucc.edu.gh>, Daniel Agyapong <dagyapong@ucc.edu.gh>, "Dominic S. Amoateng" <dominic.amoateng@ucc.edu.gh>

Dear DICTS;

Good morning.

Please find attached the request letter to develop a platform or dashboard to aid in the academic planning of the University as per our discussion last week. We have also shared with you the nature of the platform we have in mind for your consideration. The link to the drive as provided below:

<https://docs.google.com/spreadsheets/d/1DkPjR7avqWeluaAvi3SxaxCyPvc--X5p/edit?pli=1#gid=657858461>

We would be grateful if this would be ready for use by March 2024.

We wish you a merry Christmas and a prosperous new year.

Regards

Director, DAPOA



Platform for Academic Planning.pdf

122K

# UNIVERSITY OF CAPE COAST

## DIRECTORATE OF ACADEMIC PLANNING AND QUALITY ASSURANCE (DAPQA)

Telephone: 033-2096514  
E-mail: [dapqa@ucc.edu.gh](mailto:dapqa@ucc.edu.gh)



UNIVERSITY OF CAPE COAST  
CAPE COAST, GHANA

Your Ref:  
Our Ref: DAPQA/3/Vol.1/17

13<sup>th</sup> December, 2023

Director  
Directorate of Information Comm. Tech. Services  
University of Cape Coast

Dear Sir,

### PLATFORM FOR ACADEMIC PLANNING FOR THE UNIVERSITY

We request the development of a system to collect data from Departments, Institutes, Centres, Faculties, Schools and Colleges on their academic plans for 2024, 2025, 2026 and 2027 as part of the strategies for the implementation of the 2023 – 2027 Corporate Strategic Plan of the University.

This is to enable the University have access to data for academic planning in terms of projected enrolments by Departments, introduction/development of new academic programmes, and which programmes are to be revitalized or phased out due to poor patronage. We are, therefore, approaching the Directorate of Information and Communication Technologies (DICTs) to help develop a platform for this purpose.

It would also be appropriate, if the system or platform is also developed with open-ended questions to enable implementing units provide information on their academic plans in line with the 2023 – 2027. We have attached a sketch of our idea of the platform for your consideration.

We count on your cooperation.

Yours faithfully,

Professor Daniel Agyapong  
**DIRECTOR**

CC: Vice-Chancellor  
Pro Vice-Chancellor  
Registrar  
Director of Internal Audit  
Director of Finance  
Director of Academic Affairs  
University Librarian