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MINISTRY OF INDUSTRY AND TRADE ECONOMIC COUNSELORS PORTAL

Project Closure Report

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MINISTRY OF INDUSTRY AND TRADE ECONOMIC COUNSELORS PORTAL

PROJECT CLOSURE REPORT

USAID JORDAN ECONOMIC DEVELOPMENT PROGRAM

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DELOITTE CONSULTING LLP

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EXECUTIVE SUMMARY

Primus has developed an improved; SharePoint based Economic Counselor's Portal which is incorporated within the rules and regulations that govern the Ministry of Industry and Trade operations. The Portal is web based, user friendly and it supports the Arabic language. The portal utilizes Microsoft SharePoint services that can help improve the ministry's effectiveness together with the economic counselors by providing comprehensive content management and enterprise search, accelerating shared business processes, and facilitating information-sharing across boundaries for better business insight.

The portal has been built to be regularly updated and is designed for the use of the Economic Counselors. It includes all economic, social and trade related information on Jordan and on every host country. The portal enables the Economic Counselors to regularly update the segments that are concerned with the country in which they are posted. The portal also enhances the ability of the department to process technical reports sent by Economic Counselors and to build market intelligence on each host country. Most importantly, the portal enables MIT to monitor the work of the counselors in an effective manner and assess their performance accordingly, in addition to reducing time and effort for both the Ministry of Industry and counselors along with having all the information needed in one place.

PORTAL OBJECTIVES

This solution addresses some of MIT's key concerns and objectives by utilizing Microsoft SharePoint's unique features and benefits. Some of these are:

1. Provide a collaboration platform between the counselors and the ministry.
2. Establish interactive libraries, whereby, documents can be entered and managed in Arabic.
3. Share knowledge through the portal's convenient features as seen below.
4. Monitor and Keep track and versioning of documents.

ACHIEVEMENT OF THE PROJECT'S OBJECTIVES

MIT counselors intranet Portal – SharePoint Based has been developed to be a web based solution that will help the **Ministry of Industry and Trade** to monitor the work of the counselors in an effective manner and assess their performance accordingly, also it is used as a reference for the new counselors to know what have happened before and what will be the next step. The portal includes the following functions:

- Arabic language Support
- Security module/ permissions
- Document management portal
- Document tracking
- Office integration

- Search & Retrieval
- Enabling ease of use and access to all business related documentation/content
- Ensuring document & data security
- Heavy support of document archiving
- High Scalability
- Establish interactive libraries, whereby, documents can be entered and managed in Arabic.
 - Store, organize, and locate documents.
 - Ensure the consistency of documents.
 - Manage metadata for documents.
 - Help protect documents from unauthorized access or use.
- Along with some features which will serve to insure full collaboration between MIT and counselors:
 - **Share files**
MS SharePoint Server provides your team site with document storage (Support several content types like: Text, Pictures in different formats and movies.) and retrieval, with check-in and check-out functionality, version history, custom properties, and flexible, customizable views. Your team members can easily find and share documents and other files
 - **Discussion Board**
The discussion board shows the most recent discussion first, as well as the number of replies for each discussion. That way, you can quickly see which discussions have the most recent activity and which ones are the most popular. Members can also customize their own views of the discussion board.
 - **Announcements lists**
Use an announcements list to post news, status, and other short bits of information you want to share with your team. You can set an expiration date for an announcement.
 - **Surveys**
Surveys provide a way of polling team members. You can configure a survey so that team members can respond once or multiple times. You can optionally display results in a graphical view.
 - **Votes**
Votes provide a way of polling on certain topic. You can configure a vote so that team members can respond once or multiple times. You can optionally display results in a graphical view.
 - **Internal Events Calendar**

Provide readable view for portal users to certain events. MIT officials can configure and organize events, conferences and holidays to other team members using monthly view.

TRAINING AND DOCUMENTATION

Primus has provided MIT Staff with a training session on how to use, update, and edit the new portal in terms of adding, editing and deleting the documents and content. Primus has also provided all portal and portal-administration related documentation.

CONCLUSION

This project has been completed successfully according to the signed ToR. Primus team followed all the standards and the best practices in all the project life cycle in order to meet the client satisfaction and expectations by developing a SharePoint based portal which will help the Ministry of Industry and Trade to monitor the work of the counselors in an effective manner and assess their performance accordingly, also it will be used as a reference for the new counselors to know what have happened before and what will be the next step.

APPENDIXES

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