



PROJACS ACADEMY  
by @egis



# E-Government, E-Archiving and IT Security

الحكومة والارشفة الالكترونية وامن وسلامة  
تكنولوجيا المعلومات

04 – 08 September 2023

Istanbul / Turkey

## Introduction

This course introduces delegates to the principles of building, operating and maintaining effective electronic government infrastructure, including handling and archiving documents. The course also addresses the issues surrounding IT, cyber and network security as an essential part of running a secure, reliable and highly available e-government portal and infrastructure.

## Objectives

**By the end of this course practitioners shall learn to:**

- Provide IT professionals with the underlying knowledge of Government Automation requirements
- Provide government officials with systems requirements background for an E-gov system
- Share E-gov experiences and case studies to learn from successes and learning opportunities
- Learn the crucial importance of systems security for E-gov systems
- Learn the importance and impact of E-gov on people, society, businesses and organizations

## Who Should Attend?

IT specialists, Network security professionals, government officials, government decision makers, document managers, and IT managers

## Course Outline

### Day One

#### **An Introduction to Information Systems in Public Sector Organizations**

- Data and information in Public Sector Organizations (PSOs)
- Defining Information Systems I: The Process Model
- Systems and Systems Thinking
- The importance of knowledge
- The Reality of Information Systems in Public Sector Organizations
- Analyzing Information Systems' Case Studies
- Defining Information Systems II: The 'Onion Ring' Contextual Model
- Information Systems and the Organizational Rationality-Reality Gap
- Summary and Review Questions

#### **Information and Communication Technologies in the Knowledge Era**

- Introduction
- The Network Society
- The Structure of Networks
- Software Applications
- E-commerce: Supply and Sell
- Emerging Trends in ICTs
- Summary

### Day Two

#### **Knowledge and Decision Making**

- Introduction
- Data, Information and Knowledge Revisited
- Knowledge and its Management
- Decision Making
- Summary and Review Questions

#### **People and Information in Organizations**

- Introduction
- People as Knowledge Workers
- Defining Organizations
- Management Roles and Management Information
- The Role of People in Information Systems
- The Impact of Computerized Information Systems on Organizations
- Emerging Issues of Information in Public Sector Organizations
- Summary and Review Questions

## **Day Three**

### **Types of Information Systems**

- Introduction
- Types of Information Systems
- Knowledge Systems
- Structured Decisions: Management Information Systems (MIS)
- Unstructured Decisions: Decision Support Systems (DSS)
- Executive Information Systems (EIS)
- Information System Trends: CRM in the Public Sector
- Summary and Review Questions

### **Planning and Managing Information Systems**

- Introduction
- The Day-to-Day Responsibilities of IS Managers
- Revisiting the Information Society
- Dealing with Transformations
- Engagements
- Unintended Consequences
- A Final Consideration
- Summary and Review Questions

## **Day Four**

### **Information Systems Development**

- Introduction
- Types of IS Development
- System Planning Revisited
- System Analysis
- System Design
- System Implementation
- System Support
- Closing the Reality-Rationality Gap in System Development
- Summary and Review Questions

### **E-Government Strategy**

- Introduction
- Key Messages So Far
- Defining e-Government
- e-Government in Practice
- Developing an e-Government Strategy
- Summary and Review Questions

## **Day Five**

### **Introduction to Electronic archiving**

- How to deal with electronic documents.
- Stages of electronic archiving.
- Document security and authentication.
- Application.

### **IT and Cyber Security**

- Security's foundation
- Computer numbers and cryptography
- Networking and network security
- Host security
- Protecting assets

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7” Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

## Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **3,200 USD**  
*\*VAT is Excluded If Applicable*

## المقدمة

تُقدِّم هذه الدورة للمشاركين مبادئ بناء وتشغيل وصيانة بنية تحتية حكومية إلكترونية فعالة، بما في ذلك التعامل مع الوثائق وأرشفتها. كما تتناول الدورة القضايا المحيطة بتكنولوجيا المعلومات والأمن السيبراني وأمن الشبكات كجزء أساسي من تشغيل بوابة، وبنية تحتية آمنة وموثوقة ومتاحة.

## الاهداف

- تزويد متخصصي تكنولوجيا المعلومات بالمعرفة الأساسية لمتطلبات الأتمتة الحكومية
- تزويد المسؤولين الحكوميين بخلفية متطلبات الأنظمة لنظام الحكومة الإلكترونية
- تبادل خبرات الحكومة الإلكترونية ودراسات الحالة للتعلم من النجاحات وفرص التعلم
- تعرف على الأهمية الحاسمة "لأمن الأنظمة" لأنظمة الحكومة الإلكترونية
- تعرف على أهمية وتأثير الحكومة الإلكترونية على الأفراد والمجتمع والشركات والمنظمات

## الحضور

متخصصو تكنولوجيا المعلومات ومحترفو أمن الشبكات والمسؤولون الحكوميون وصناع القرار الحكومي ومديرو المستندات ومديرو تكنولوجيا المعلومات.