"Summary Report" Structure of

National IT Plan for Saudi Arabia

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The Structure

- **A Mission Statement (5-10 lines)**
- **An Executive Summary (1-3 pages, Chapter 0) will also summarize the vision statements)**
- **And 5+2 Chapters**
  - **One Introductory Chapter**
  - **One chapter for each group**
  - **One Final chapter (the 7th) on**
    - **Recommended Initiatives**
    - **Actions to be implemented by the private sector**
    - **Recommended actions to be taken by the Government**
    - **Conclusions**
- **Expected size (80 – 200 pages, bigger will be difficult to read, difficult to translate)**

Executive Summary

This report presents a national **IT** (Information Technology) plan for Saudi Arabia. The plan takes into consideration the socio-economical and cultural environment, the current existing infrastructure, the available human resources, the benefits of IT and IT industry to economy, and the need for e-commerce and e-education. Implementation of the plan and its recommendations is expected to drive Saudi Arabia to a state similar to other developing countries. In addition to this, increase in efficiency in various sectors, and contribution to economic growth is predicted. The current IT-gap existing between the Kingdom and other countries will be bridged, convincing foreign companies to enter Saudi markets, to establish R&D centers, SW development houses, etc., which will create new opportunities. Other benefits include the establishment of a framework for e-education, e-organizations, and e-business. Most importantly the plan includes some obstacles and handicaps, suggests initiatives & actions, and lists domains where policies and regulations may be re-looked at.

The First Chapter (Introduction)

- **1.0 Vision/Mission, Introduction**
- **1.1 Background & Opportunities**
- **1.2 Objectives and The Core Focus**
- **1.3 IT in the World and in Saudi Arabia**
  - **Literacy**
  - **Indicators by Nations/Regions**
  - **Infrastructure (minimal requirement)**
  - **IT industries**
  - **Contribution to the Economy**
  - **Legal Environment**
  - **Regulatory Bodies**
  - **(Most of the above will be taken from individual group reports)**

The First Chapter (Introduction)

- **1.4 Methodology & Working Procedures**
  - The Steering Committee
  - Group Leaders and Teams
  - Consultants used
  - Research conducted (FTP site, etc.)
- **1.5 Organization of the Report & the 5 Components**
  - Infrastructure (shouldn't this go first?)
  - Human Resource Development
  - IT Industry
  - E-Business
  - E-Learning
- **1.6 Acknowledgements**

  (All of the above will be drafted by me)

e Second Chapter
(Infrastructure for IT)

- **2.0 Vision/Mission, Introduction**
- **2.1 Major factors affecting IT (Its Importance)**
- **2.2 Current Situation of Infrastructure in the Kingdom**
- **2.3 Need for frog-leaping into New and Emerging Technologies**
  - **Access**
  - **National Gateways**
  - **Internet Backbone**

The Second Chapter
(Infrastructure for IT)

˝ **2.4 STC Capabilities (Current and Planned)**
  - **Wireless, DSL, Tariffs, etc**
  - **Need for personal Satellite Links.**

˝ **2.5 Infrastructure for:**
  - **E-Commerce, E-Business, E-Government, E-Organizations and E-Services**
  - **E-Learning**
  - **IT Industry**

˝ **2.6 Non Telecom Infrastructure**

˝ **2.7 Other Issues**
  - **For example personal satellite links and their advantages**

˝ **2.8 Plan & Recommendations**

The Third Chapter (Human Resource Development)

- **3.0 Vision/Mission, Introduction**
- **3.1 Human Skills – The Critical Factor**
- **3.2 Current Status**
- **3.3 Productivity and Quality of Workforce**
- **3.4 Educational Infrastructure for HRD of IT Personnel**
  - experts
  - professionals and
  - IT literates
- **3.5 HRD Requirement, Expectations and Demands**
  - Of IT Industry
  - For E-Business
  - For E-Education
- **3.6 Plan & Recommendations**

The Fourth Chapter (IT Industry)

- **4.0 Vision/Mission, Introduction**
- **4.1 Defining IT Industry**
- **4.2 Current Status**
  - **(Local/Region)**
  - **Global/Regional Trends**
- **4.3 Bottlenecks and Obstacles**
- **4.4 Identifying of Niches (Meaning special areas of demand for a product or service)**
- **4.5 Other Issues**
  - **Intelligent Buildings**
  - **Technology Parks/Incubators**
  - **Shared Business Areas**
- **4.6 Challenges and Benefits**
- **4.7 Opportunities**
- **4.8 Plan & Recommendations**

The Fifth Chapter (E-Business)

- **5.0 Vision/Mission, Introduction**
- **5.1 Defining E-Business**
- **5.2 Goals and Strategies**
- **5.3 Current Situations & Critical Factors for Success**
- **5.4 Infrastructure Requirements**
- **5.5 Initiatives for**
- **E-Commerce**
- **E-Government**
- **E-Organization**
- **E-Services**
- **5.6 Regulations and Standards**
- **5.7 Education/Training for E-Commerce**
- **5.8 Plan & Recommendations**

The Sixth Chapter (E-Education)

- **6.0 Vision/Mission, Introduction**
- **6.1 Defining E-Education**
- **6.2 Need and Benefits to Saudi Arabia**
  - Advantages, & Obstacles that E-Education can solve
- **6.3 Major Components**
  - Delivery, Content and Assessment
- É **6.4 Current Situation & Critical Factors for Success**
- ˝ **6.5 Infrastructure & Technology Requirements**
- ˝ **6.6 Regulations and Standards**
- ˝ **6.7 Domains of Applications**
  - K-12
  - University Education (Undergraduate & Graduate)
  - Training
- **6.8 Some Scenarios, Alternatives, and Success Stories (A Summary)**
- ˝ **6.9 Plan & Recommendations**
  - . Proposal for an E-University

The Last Chapter (Summary of Initiatives and Recommendations)

- **7.1 Recommended Initiatives**
- **7.2 Actions to be implemented by the private sector**
- ˝ **7.3 Recommended actions to be taken by the Government**
- ˝ **7.4 Conclusions**

What is Expected from Detailed Plans (not reports!)?

- Clear Vision and Mission Statements

- Clear Set of Goals

- What is the current state? (Data, statistics, regional studies, notes from consultants, etc)

- What is the desired state (the state we will get to if the plan is followed)

- What is required to get there in terms of resources, policies, governmental help, regulations, incentives, etc.

- What initiatives, recommendations, guidelines, roadmaps, etc., do you propose.

Finally

- Do not worry about overlaps, they will be ironed out (or moved to the right chapter) in the summary report (in fact it maybe better to have each report self contained even if there is repetition)
- Spell out your recommendations clearly in a structured manner
  - University faculty must be encouraged to start IT businesses and special facilities be provided to them, or
  - Access to Internet via Satellites for educational institutions must be allowed, etc.
  - Special Telecom Tariffs for universities must be implemented
  - Etc.,
- Always keep a draft posted on the ftp site and mail to all members (at least to me) whenever you upload
- A note on Tables and Appendices (5 in all)

Action Plan Table (Same columns for all groups)

Actions	Pvt Sector	Govmt of KSA	Other Stake-Holders
IT Industry			
1. Encourage/Support University Faculty to Initiate new industries and businesses	X	X	X
2. Eliminate Taxes and streamline customs procedure for IT software	X		
3.			
4.			