PLEASE READ CAREFULLY

Reporting guidelines

FIRE PROGRAMME Reports should focus on reflecting on the lessons learned during the project implementation, while documenting what was achieved with the money and time invested during the life of the project.

FIRE PROGRAMME understands that reporting can be a demanding, time-consuming exercise that if conducted for the benefit of the funding agency alone, might overlook aspects of project implementation of great relevance for the project team and their future work.

FIRE PROGRAMME encourages recipients to experience the benefits of developing reports for their own use, by identifying the main area(s) where the project team wants to focus their evaluation efforts to gain a deeper understanding of the project implementation for the benefit of the project team and the organization as a whole.

FIRE PROGRAMME requires two types of reports -financial and technical- to be submitted to the FIRE PROGRAMME secretariat:

- **Progress report:** FIRE will use this document for internal monitoring purposes (not for public

distribution) focusing on processes and operational issues, providing context for project implementation and revised timeframes. Progress reports should be short, concise (maximum 20 pages long excluding guidelines, project factsheet information and content table). Findings documented as part of the progress report, as part of the progress reports will be used by the FIRE secretariat to promote the supported project. Only selected content from the technical report will be use for promotion purposes. Recipients are encouraged to define the ways they want to use the reports for their own benefits. Progress reports are reviewed and approved by the FIRE Steering Committee to be able to process disbursements as per the signed contract. No disbursements will be processed until progress reports are submitted, reviewed and approved.

- **Final report:** FIRE will use this document for public distribution. Recipients are encouraged to define the ways they want to use the reports for their own benefits. Is important that the project team defines uses and users in the progress report, so the final report can focus on that. FIRE secretariat will help to facilitate the use of the report findings, by identifying other opportunities aligned with your requirements. The final reporting is an opportunity to synthesize and assess the activities conducted as part of the grant, while reflecting on the project's management, limitations, and achievements during the project lifecycle. It should include a review of the findings included in the progress report. Short, concise (maximum 30 pages long excluding guidelines, project factsheet information and content table). Findings documented as part of the final report, as part of the progress reports will be used by the FIRE secretariat to promote the supported project. Final technical reports will be edited by AFRINIC Communications Unit to be made available for the general public for download on the FIRE PROGRAMME website.

Reports must be submitted by email to fireprogram@afrinic.net using the following **template**, as per the proposal originally approved for funding.

Please **do not modify the template** layout and use the structure provided to guide your reporting process. All the *Tips* coloured boxes at the beginning of every section in the template will be removed by AFRINIC from your reports before public distribution.

Please use only *Heading 2 and below* for formatting your project report, so when you update the Table of contents all requested information is easily located through out the document. *Heading 1* has been used when designing this template, to define the sections requested by FIRE PROGRAMME.

FIRE PROGRAMME Grant Recipients are encouraged to share the progress of the project through firegrant@fireafrica.org mailing list, where current recipients are subscribed.

FIRE PROGRAMME encourages project teams to document project activities using other forms of information sharing, such as blogs, wikis, collaborative tools, social media feeds, etc. The reports should include a brief description of the communications strategy implemented by the project team. Please share the links for additional documentation efforts conducted as part of your technical reports.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Tips for effective reporting

Reports are a tool to learn from the project implementation, to describe the change experienced by the project team, project beneficiaries and partnering organizations, share information, promote accountability and transparency.

They provide evidence of the project development and implementation helping others to understand the rationale behind the project, the challenges faced, the processes and procedures involved, the solutions provided, the lessons learned, among other uses.

Other donors, sponsors and investors used them as a tool to allocated new funding to organizations, award prizes, etc. so is in your best interest to produce good quality reports.

- Project leader should **inform all members of the project team** about the reporting requirements so everyone can effectively contribute.
- Discuss with your project team what is the **theory of change** behind your project. What behaviors, processes, procedures, and relationships do you expect to change through your project implementation? What do you want to achieve through the project activities? What do you want to learn through the project implementation? Who is going to use the findings?
- Discuss with your project team **who would be the future users and how they would use the findings throughout the project lifecycle**. The uses identified should relate to the theory of change that you have discussed with your project team. The discussion about theory of change, users and uses, will be a very important input to your communication strategy: depending on who the user is and of what use will be the findings, a communication strategy can be developed. For example, if the users of the findings are policy makers and the use is to influence a change in the regulatory framework, which communication approach will work the best?
- Remind the reader of the context where the project plans to intervene. This **baseline information** will help the project team to identify the changes that can be attributed to the project intervention.
- **Document the project cycle and its activities**. It is recommended to keep a project diary about the activities conducted and all the financial records related to those activities on file, to be able to write a narrative of the project implementation.
- **Compare project records with the approved proposal** will allow you to track progress, keeping the project and its budget on track and making any necessary adjustments.
- Reflect on the lessons learned by the project team and identify the **key messages** that the project team would like to convey through the project reports, especially in the Overall Assessment section of the report.
- **Reports should be self-explanatory**, which mean that you should not exclude information, which has been already included in either the proposal, grant agreement or any previous report, as the reader probably might not have access to any additional documents.
- **Share templates created for your project**. Sometimes the most innovative aspects of a project reside in the processes and procedures used to implement the project activities. The templates your organization has created to collect data, analyze it, store it might hold the key of your project success.
- **Be creative and use online resources to share** the lessons learned through the project, document the project lifecycle and that best serve the key messages you want to convey. For example:

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

- Provide online access to materials produced as part of the project for easy access;
- Create online photo gallery for your project activities.
- Keep attendance records to document an event and organize mailing lists to facilitate communication and encourage exchange of information.
- Design surveys that fit your project activities. Write clear and direct questions to avoid misunderstandings in the collection of responses. Identify the key people that should participate in the survey as the source of information.
- Capture interviews in short videos, structuring their script in a way that you can minimize the need for editing, to facilitate access and use.
- Create info-graphics to explain your research findings (qualitative and/or quantitative).
- Generate diagrams to explain the project timeline and how milestones have been achieved during the life of the project.

T*his work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons* Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Project factsheet information

Project title	Training the End user in Secure Computer practices.
Grant recipient	Jean Robert Hountomey Iservices Sarl 1 Rue Koumore, Immeuble Taba 01 BP 3668 Lome - Togo +228 22 20 89 99 http://www.iservices.tg
Dates covered by this report	03 – 2014 / 07 2014
Report submission date	25 - 07 - 2014
Country where project was implemented	TOGO
Project leader name	Jean Robert Hounotmey
Team members (list)	Jean Robert Hountomey – hrobert@groupeiservices.com Ernest Boka – ernest.boka@africacert.org
Partner organizations	Iservices Systems LLC SANS Institute ECCOUNCIL

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

	AfricaCERT. FIMAC IAI Togo CIC CAFMICRO
Total budget approved	$10.000
Project summary	The goal of this project is to provide training to end-users in secure practice for their day-to-day interaction with computers, technology and Internet and to provide them the necessary knowledge and skills to protect their information assets. The project will run several three days classes to immerse participants into an interactive environment where they will acquire fundamental understanding of various computer and network security threats such as identity theft, credit card fraud, online banking phishing scams, virus and backdoor, emails hoaxes, loss of confidential information, hacking attacks and social engineering. More importantly, the skills acquired from the class will help participants to take the necessary steps to mitigate their security exposure.

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Table of Content

Project Summary

Tips: *It is recommended to* ***complete this section once you have finalized the text of the report****. It will be easier to go back through to build the summary based on the highlights of the report the project team just put together.*

The Project Summary can be up to ***one page long****.*

It should include a brief justification; an outline of the project objectives to be achieved; the project real timeline and the main activities conducted.

The abstract of the project written when FIRE PROGRAMME initially approved the project and the objectives listed in the Grants Agreement signed by AFRINIC and your organization should be useful inputs when preparing this section of the report.

Please write the project summary here…

The goals of this project is to:

- Respond to the huge need for capacity building in countries,
- Train anyone who use a personal computer for his day-to-day activities with necessary knowledge and skills to protect its information assets.
- To respond to capacity building needs in the country for fundamental understanding of various computer and network security threats such as identity theft, credit card fraud, online banking phishing scams, virus and backdoor, emails hoaxes, sex offenders lurking online, loss of confidential information, hacking attacks and social engineering.
- Enhance the skills for participants and to help them take the necessary steps to

T*his work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons* Attribution-ShareAlike 3.0 Unported.

mitigate their security exposure.

- Train students in selected schools in basic Information Systems Security.

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Background and Justification

Tips: *The reader should be reminded of the* ***context*** *your organization is working, and where the project has been developed in.*

This section provides a window to ***understand the challenges*** *faced by the community you are working with.*

Include a detailed description about the situation ***before the project start****, describing any relevant aspects that make the project relevant in such a particular scenario.*

The reader should be provided with a clear description about the problem(s) to be addressed through this project and the motivation from your organization and team members to get involved and offer a solution.

Please write about the project background and justification here…

As a leading training provider in Information Systems Security, Iservices is Education Affiliate of ISC2 (for the Certified Information System Security Professional training – CISSP) and Accredited Training Center for EC-Council (for the Certified Ethical hacker Training). Iservices has organized the Certified Ethical Hacker training as wells as the Certified Information Systems Security Professional training in the country.

As a consulting company in the field and we have noticed that the human element is the largest security risk in any organization. Most security incidents are the result of human errors and human ignorance no matter how strong is the defense in place.

Therefore, it is critical that significant effort is focused on end-users' education and awareness. End-users education while forging next generation of security experts is the top two priorities for 2013– 2014.

T*his work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons* Attribution-ShareAlike 3.0 Unported.

Project objectives

Tips: *Please include here the* ***original objectives*** *as listed on the Grant Agreement.*

If any objectives were modified, added or removed during the reported period this should be explained/justified.

Please write the project objectives here…

The goal of this project is to provide training to end-users in secure practice for their day interaction with computers, technology and Internet and to provide them the necessary knowledge and skills to protect their information assets. The project will run several three days classes to immerse participants into an interactive environment where they will acquire fundamental understanding of various computer and network security threats such as identity theft, credit card fraud, online banking phishing scams, virus and backdoor, emails hoaxes, loss of confidential information, hacking attacks and social engineering. More importantly, the skills acquired from the class will help participants to take the necessary steps to mitigate their security exposure.

T*his work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons* Attribution-ShareAlike 3.0 Unported.

Users and uses

Tips: *Discuss with your project team who would be the future users and how they would use the findings throughout the project lifecycle. The uses identified should relate to the theory of change that you have discussed with your project team. The discussion about theory of change, users and uses, will be a very important input to your communication strategy: depending on who the user is and of what use will be the findings, a communication strategy can be developed. For example, if the users of the findings are policy makers and the use is to influence a change in the regulatory framework, which communication approach will work the best?*

Who will be the user of these findings?

What are the more relevant things the project team wants to learn about or evaluate through the lifecycle of this project?

1. The users of the findings were College students and the target was on two colleges: FIMAC TOGO and CENETI Please write about the users and uses here… The expectations were around 50 students.
2. The second target was the member of Internet Society Togo with approximately the same amount of participants.
3. When we reviewed few information security courses in the market, few of them are adapted to the context of Togo and few countries in Africa. The courses were designed taking into consideration several training materials and the experience of the project team. The project team wanted to close the gap and provide courses that can deliver hands-on experience to participants.
4. We learned few things from past experiences in providing information security courses but also in executing this project:
    a. With the previous tentative a trial to measure the possibility to run an introduction course, in presence and through an online platform we learned that:
        i. For in presence training, the requirements are to run a basic level courses and an intermediate level course.
        ii. A tentative to solve the previous solution was made delivering the entry-level module through a web-based platform with 2-5 minutes videos about 20 topics. Few people (15) were organized enough to follow the classes to the end without assistance. This increases the

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

burden of the project team.

b. The solution was then to run in presence classes and update the introduction part of the courses and assign additional people (train trainers) to monitor the online learning experience and to coach participants but also to be able to multiply the trainers.
c. For a large training campaigns people come from diverse background
d. It is difficult to put people from different background and knowledge about a topic together and expect that at to achieve the result expected
e. Speed in delivery is achievable but will not guarantee the success of the project.
f. We faced an increasing price for providing documentation on papers from the time the project was written to when we started the realization. This was an additional factor to move a part to an online platform.

With the previous observations, the project teams took few steps:

5. Focused on stabilization of the courses.
6. Move toward to train trainers tasked to organize students and deliver the course with the project team assisting trainers instead of being directly in touch with end users.
7. The good news about the Train of Trainers initiative is that it has only helped reached more students without additional effort but also the project would have contributed not only on a single project but has produced a course documentation that will serve for at least two years within schools until some parts aged out due to the development in the Information Security Arena.
8. The Cons is that the train of trainer model doesn't allow certifying students desired to get certified.

Notes: Check File : - formationdesformateurs.pdf – Trainer.zip

T*his work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons* Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Indicators

Tips: *Indicators help to* ***measure project's progress****.*

Indicators help the objectives that were set by the project team to be affordable, tangible, and measurable.

They help to verify the success and rewrite the course in case we are not achieving it.

An indicator could be quantitative (percentage, amount) or qualitative (perception, opinion).

The FIRE secretariat suggests the SMART approach to indicators:

S ***Specific***
M ***Measurable***
A ***Achievable (acceptable, applicable, appropriate, attainable or agreed upon)***
R ***Relevant (reliable, realistic)***
T ***Time-bound***

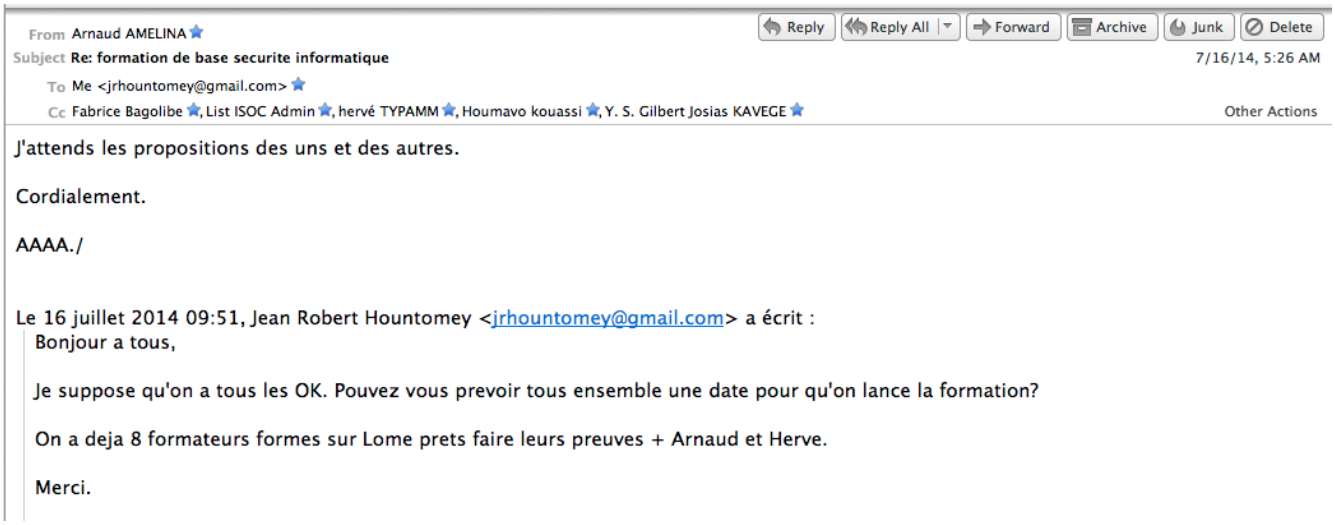
Please use the table below to share your project indicators…

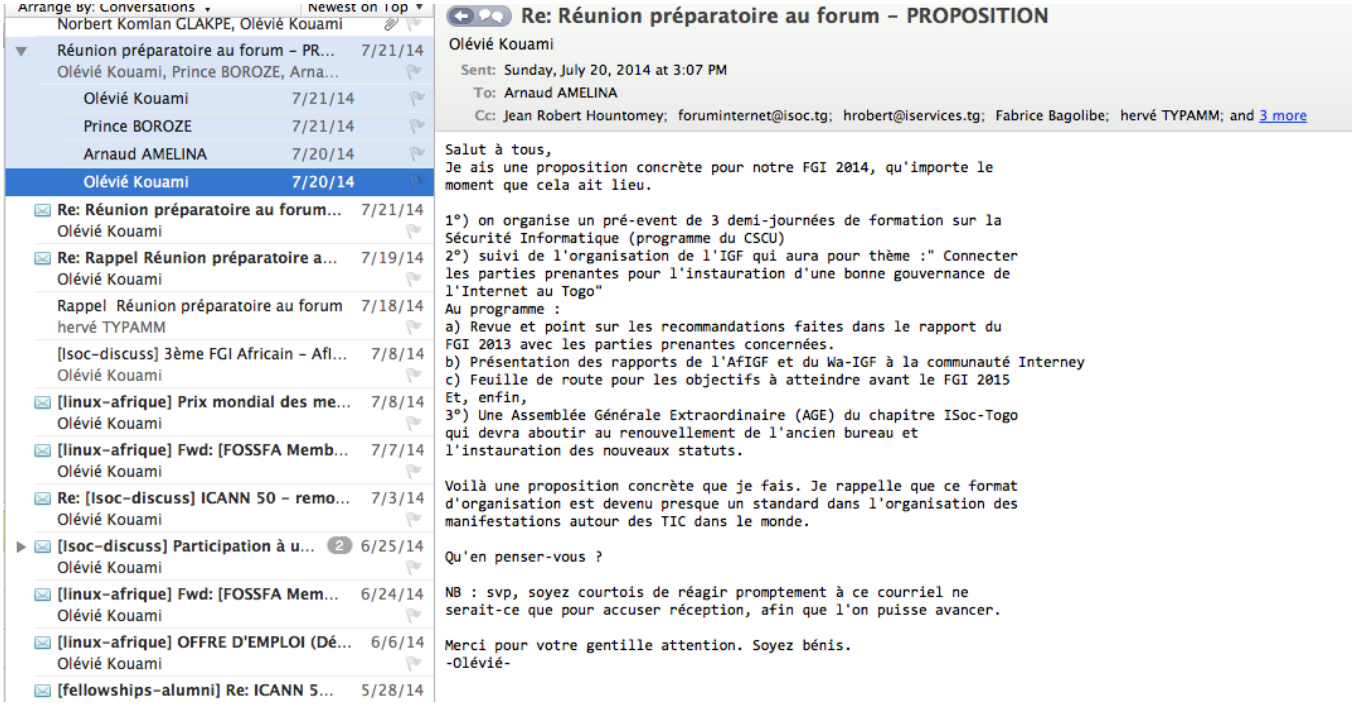
Baseline	**Indicators**	**Progress**	**Assessment**	**Course of action**
Refers to the initial situation when the projects haven't started yet, and the results and effects are not visible over the beneficiary population.	How do you measure project progress, linked to the your objectives and the information reported on the Implementation and Dissemination sections of this report.	Refer to how the project has been advancing in achieving the indicator at the moment the report is presented.	Descriptions should be clear and ideally contain operational terms where needed. Please describe the quality dimensions.	What is the project team planning to do next is very important to document, specially if changes to the original plan have to be implemented for the success of the project.

Baseline	**Indicators**	**Progress**	**Assessment**	**Course of action**
Number of students reached	1. Status of the course development	1. In stabilization face. All modules are completed. Different courses merged and completed. Missing part written	1. Course syllabus and topic available. 2. Documentation given to instructors and students	1. The General public training through ISOC Will be delivered during the IGF TOGO in October. 2- The project Team has contacted Internet Society Togo
Large Public Training with ISOC	1. Number of people 2. evaluation received	Event is in planning	Delivering the event on time	. Prepare the course material. - Class is secured - Validate the dates and secure the training - Acquire the exam kits.

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***



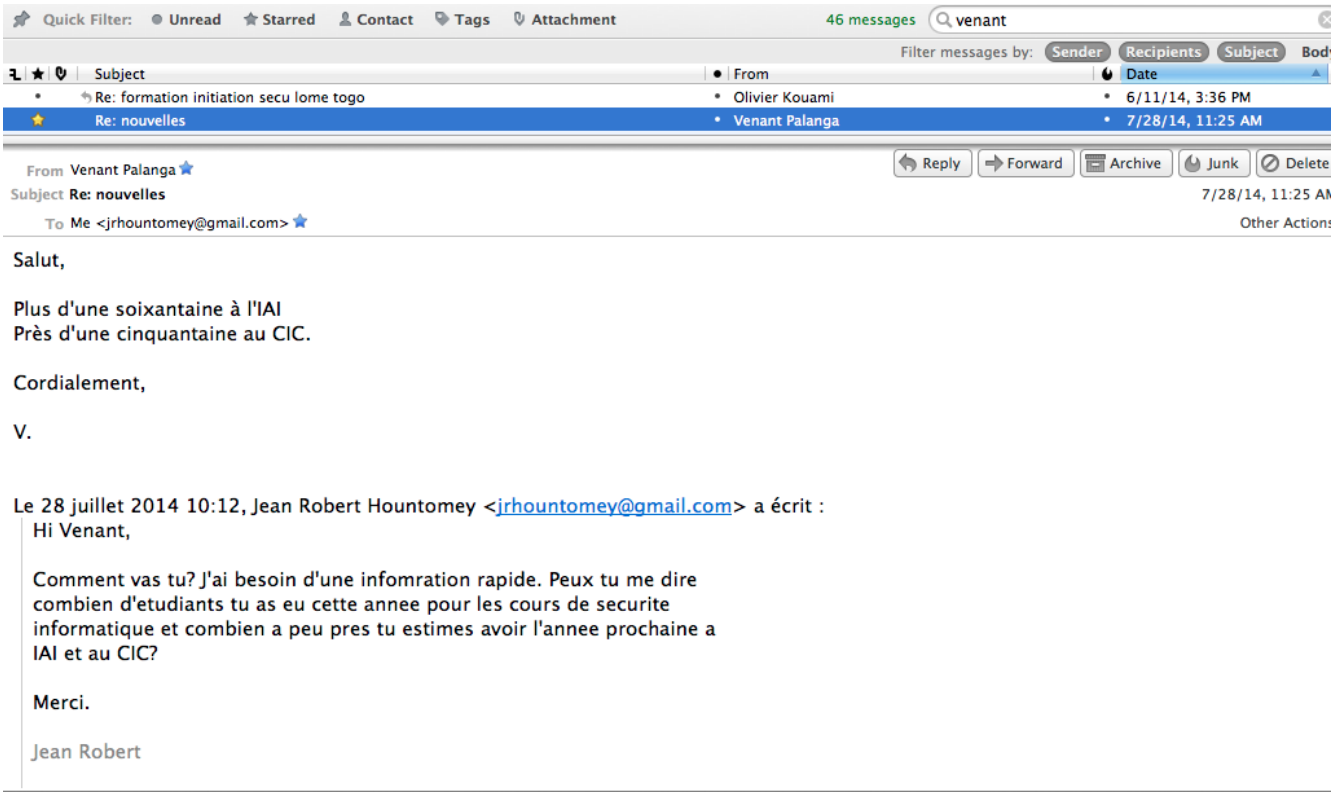


This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Baseline	Indicators	Progress	Assessment	Course of action
Increasing the number of student	Number of school where the project will be extended	The project Team by training Trainers who has replaced their InfoSec course by this courses is planning to increase the number of school in the program in addition to FIMAC, IAI.	The assessment will consist of reviewing whay was done this year and improve. Pushing best students to try the certification will be a good success factor and measurement for instructors.	- Gather few students and assess the training. (Student are currently in holiday. . Gather trainers and respond to what they would like to improve.
Number of certified	Number of certified people	Task pending the launching of the October training event for the public to provision the certification in bloc during a month time frame to avoid people to copy the answers and to pass them between one another.	Number of certified people and score	. In September the project Team will start working on the provisioning of the exams online. . An additional platform costing $1000 will be bought with Eccoucncil.

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***



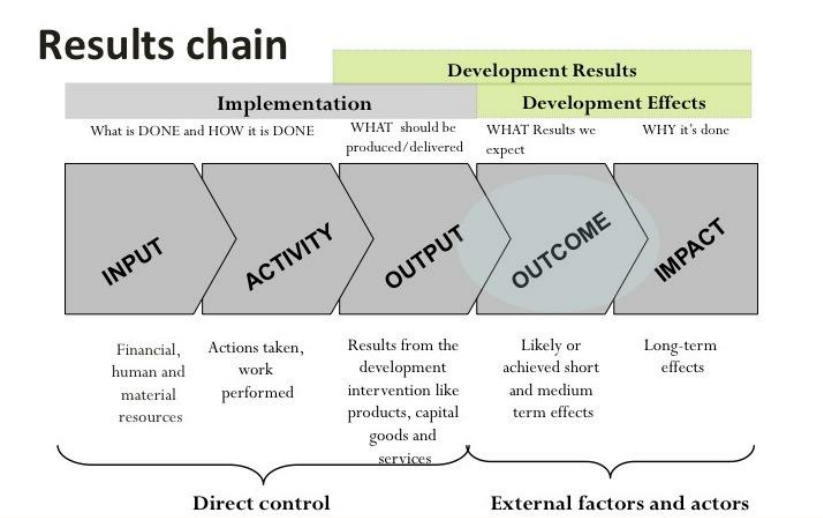
Note: We trained previously 21 students.

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Project implementation: understanding the chain that leads to results

Tips: *This is the most important section of the report. Here, the reader will* ***understand the processes and operational issues*** *of your project and how the contribute to the achievement of the objectives and the theory of change behind the project implementation.*

Is possible that the project team's understanding of the development problems to be addressed with this project will have evolved or ***changed*** *from those described when the project was originally submitted and approved. If that is the case, please share what motivated the change and what course of action has the project team identified.*



Results chain diagram provided by In Develop

T*his work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons* Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Narrative - project implementation

Please write a narrative description about the project implementation, starting from the problem statement you develop on your approved proposal. Please use this section of the report to provide context to the work conducted. For example:

1. Describe any **partnerships** with other organizations, researchers and community leaders that have been developed during the project cycle and the usefulness of these in achieving the project's objectives.
2. Describe the **involvement** of project beneficiaries, during all phases of project implementation.
3. Describe any **gender, ethnic and generation gap** issues that have impacted positively or negatively your project implementation.
4. Please take the time to reflect about activities that you struggle to implement during the period reported, along with processes and methods originally planned that might need **adjustment** to achieve your project objectives.

The main objectives of this project were:

- **to develop a course and provide it as training to end-users secure practice for their day to day interaction with computers, technology and Internet so that they can protect their information assets.;**
- **to train students in basic understanding of information security.**

Delivering the project was very challenging.

1- Gathering students outside their class hour to follow additional course while they had already a course in infosec was challenging for the project manager (Schedule issue) but for students as well.

2- Running the course for End users through ISOC TOGO was also another challenge as we faced issues with the chapter.

How did we solve the challenges?

3. After the first two trials at FIMAC, we identified eight trainers who were already training InfoSec classes in the Colleges. We trained them and provide to them the material (Course, toolkits) for them to be successful.

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

4. We setup a partnership with AfricaCERT with a mentoring process for teachers to ask at anytime questions related to the courses.

Need Adjustment.

Delivering the ISOC part of the training will be a challenge. This challenge is not in terms of putting people together but all the costs associated. We delay the execution in October to come out with a global picture of the project.

Please use the table below to report about project implementation…

Input	Project activities	Outputs	Outcomes	Timeline	Status	Assessment
Online Platform	Setup the delivery of the courses through SANS' online platform.	Website with learning modules	Delivered	May 6, 2013 to Aout 26 2013 to prepare and made available the platform	Completed	Online learning platform

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Fnance	Course Dev	$500	Achieved	-	Completed	
Finance	Course Dev BOKA	$500	Achieved	May 29	Completed	
Finance	Train of Trainers	$1’224. 35	Achieved	May 09		

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Project outputs, communication and dissemination activities

Tips: *Take into account that the reader of your report has not being involved in project implementation, so readers do not have any further knowledge besides the information you are providing here.*

This section of the report will allow you document the communication and dissemination efforts that the project team has conducted, which might be part of a specific communication strategy design as part of the project, or in place for the organization as a whole. When possible, please provide information about strategies in place and the rationale behind them.

Lessons can be learned from many aspects of project implementation, covering a wide variety of aspects such as technical, social, cultural and economical. Taking the rationale behind the project and its objectives can serve as a framework to draw your conclusions. Lessons can be identified by project partners, beneficiaries and general staff from the organization. A project diary and other activity records can serve as a tool to reflect during project team meetings and immediately after project activities are conducted.

> ***Outputs are immediate, visible, concrete developmental change that is the tangible consequence of project activities, under direct control of the project team****.*

Example of possible outputs to report are:

- *New products and Services (software, online platforms, applications);*
- *Information sharing and dissemination (publications, conferences, multimedia, social media);*
- *Knowledge creation (new knowledge embodied in forms other than publications or reports, such as new technologies, new methodologies, new curricula, new policies);*
- *Training (short-term training, internships or fellowships, training seminars and workshops) and*
- *Research Capacity (research skills; research management capacity and capacity to link research to utilization of research results).*

Please use the table below to report about project dissemination…

Project outputs	Status	Assessment	Dissemination efforts
Courses outline	**Completed**	**Course outline**	**Training**
Student delivery	**Completed**	**Course completed**	

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Project outcomes

Tips: *This section should be completed* ***ONLY*** *for the final report.*

FIRE PROGRAMME expects you to report about the ***outcomes*** *of the project as defined in the table below, based on the project implementation section of this report. Project team is encouraged to discuss the questions provided below to guide the reflection:*

Can you identify and describe the relationships between the activities implemented and the social, economical, cultural and/or political benefits of your project implementation?

Outcomes can be defined as:
• *Medium-term effects* • *Effect of a series of achieved outputs* • *Should capture the changes for the beneficiaries* • *Take place during the life of project/strategy* • *Influence but not direct control*

Please write about the project outcomes here…

The project outcome is a course for students and the public. With these courses we are expecting to improve the security posture and reduce the risk exposure of net citizens.

Eight Instructors in Information Security are trained to deliver accurate and upto date trainings to their students with hands on labs.

The course will be extended to more students next years as instructors will be teaching to another colleges in addition with those initially planned.

The project team has gained the skills for strategic thinking during the project implementation facing challenges.

The course is also a part of a future Internet Security Day event that will ne proposed to

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Internet Society during AfPIF Dakar for ISOC Chapters.

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Project management and sustainability

Tips: *Please comment on the general project* ***administration, staffing, procurement****, etc. specially those aspects contributing to the fulfilment of the project objectives as well as those that have delay project implementation.*

Indicate ***how the project team has strengthened its capacity*** *and work towards sustainability with the support provided by FIRE? (new equipment, training, improved administrative skills, lessons learned from the project). Has the organization increased its research or administrative skills of the team involved? Has the project allowed for a particular contribution to capacity building of women or marginalized social groups? Special attention should be paid to the expected or unexpected impact on marginalized social groups.*

Have you done ***anything different*** *to provide administrative support for this project* ***besides your "business as usual"*** *processes and procedures? Has the project inspired change inside your organization?*

> ***Sustainability is to be examined not only in terms of staff retention and financial stability of the organization supporting the project but about the communities' appropriation of benefits perceived from project implementation.***

The FIRE Secretariat is very interest to learn if this project has generated opportunities for future development (new funding from partnerships, sponsorships, investment or other funding mechanisms), please provide details.

Please explain if the FIRE grant has helped to consolidate your organization and how. If any of the project activities will continue after the end of the FIRE grant, please describe how your organization is planning to support future developments.

Initially the project team made a schedule for the implementation of the project. With the project being delayed several times, few members of the team could not avail themselves to support the project.

The management of the project requested the assistance of AfricaCERT Staff to help push the project. The involvement of AfricaCERT helped to provide another direction to the project. Also the project will be integrated to different events like IGF or Isoc Chapters activities.

The project Team learned critical steps in the life cycle of an IT security awareness and training program:

- Strategic planning depending on the audience
- Material development
- Implementation
- Post implementation and monitoring the effectiveness.

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Impact

Tips: *This section of the report does not refer to the project activities, but about the* ***"bigger picture"****. It will be desirable if the project team can reflect on the* ***impact that the project has contributed to as part of other actions implemented by your organization and/or your partners****.*

> ***Impact refers to the influence the project may had on the way people does things through the use or adoption of the project outputs; changes in the context the project was implemented; changes in the community the project has been working with; and/or changes inside the organizations that have participated in the implementation or the relationships established through the project's implementation.***

Impact is often impossible to measure in the short term and is rarely attributable to a single activity. Impact can be linked to a vision or long-term development goal that your organization might be working towards.

It can be identified as a logical consequence of achieving a combination of outputs and outcomes.

Impact is usually measurable after the project life and is outside the direct control of the project team and the organization.

We are expecting to see people taking more secure practice in their days to day technology use. We are pondering on a survey among participants (we are still developing questions) to access any change in their risk exposure.

The project helped develop a comprehensive, modular awareness-training program that can be used by any interested party.

We envision making this program a Professional development initiative invented to ensure that citizen of the cyberspace are informed on political issues. We are also discussing with AfREN for possible introduction of these training into AfREN events.

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Overall Assessment

Tips: This section of the report is extremely valuable for the FIRE secretariat as it provides evidence about the role and relevance of FIRE contributions in the AFRICA region.

Tips: *Briefly provide* ***your own views*** *on the value and importance of the project relative to the proposed innovation, investment of time, effort and funding involved. Include the strengths and weaknesses of the project and the steps taken to strengthen the credibility and reliability.*

This is your opportunity to conduct a ***team reflection about the value of the project for the organization****. The following questions might help you to prepare a substantive overall assessment.*

- *To what extend the project meet its objectives?*
- *What were the most important findings and outputs of the project? What will be done with them?*
- *What contribution to development did the project make?*
- *Were certain aspects of project design, management and implementation particularly important to the degree of success of the project?*
- *To what extend the project help build up the research capacity of your institution or of the individuals involved?*
- *What lessons can be derived that would be useful in improving future performance?*

Please write the project overall assessment here…

- The project is not complete yet. The ISOC part is missing
- The project meets the students objectives by helping trained more than the quantity expected
- At least few instructors and students know now secure computing practices and will avoid (including involving their friends) common mistakes.
- The instructors where the main factor of success.

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Technical report No. X ***This template was developed as a collaborative product of the Seed Alliance, based on the previous reporting templates implemented by FRIDA and ISIF Asia, with valuable mentoring from the Developing Evaluation & Communication Capacity in Information Society Research (DECI) project. See*** http://evaluationandcommunicationinpractice.ca ***(as accessed on 3/7/2013)***

Recommendations

Tips: *Include any recommendations in this section that you and your project team, the organizations supporting the project and the community you worked with, would like to make to other practitioners or researchers on the field facing similar problems or implementing similar solutions.*

Please take a minute to share recommendations with the FIRE secretariat that might help to improve the support provided.

Please write the project recommendations here…

We recommend the setup committed to assist project owners to assist.

Delivery the project is more easier that providing documentation

This work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons Attribution-ShareAlike 3.0 Unported.

Bibliography

Tips: *Include complete bibliographic references to all sources (printed, on-line, quotes, etc) used to prepare the different sections of this report. The APA style guide offers examples about how to reference a variety of sources.* http://www.apastyle.org/learn/quick-guide-on-references.aspx*(as accessed on 3/7/2013).*

Please write the project bibliography here…

N/A

T*his work has been developed with the support provided by the FIRE PROGRAMME – 2012-2013, licensed under the Creative Commons* Attribution-ShareAlike 3.0 Unported.