

**Annual work plan template for the academic year 2023/2024**

<b>Computer Center work plan for the year 2023/2024</b>															
<b>follow up periodic report for the implementation of the executive work plan</b>				<b>Executive work plan</b>											
<b>suggested solutions</b>	<b>Problems and difficulties associated with implementation</b>	<b>Implementation quality rate</b>	<b>Implementation completion rate</b>	<b>Detailed time frame</b>								<b>General time frame</b>	<b>Required executive procedures (Activities)</b>	<b>Executive objective</b>	
				<b>2024</b>				<b>2023</b>							
				<b>4th quarter</b>	<b>3th quarter</b>	<b>2nd quarter</b>	<b>1st quarter</b>	<b>4th quarter</b>	<b>3th quarter</b>	<b>2nd quarter</b>	<b>1st quarter</b>				
				--					X	--	--	--	2023/2024	Preparing an IT support policy	<b>First: Design and adopt the information technology policy guide</b>
				--					X	--	--	--	2023/2024	Preparing a website policy	
				--					X	--	--	--	2023/2024	Preparing a developing computer systems policy	
							X						2023/2024	Preparing an information security policy	
				--					X	--	--	--	2023/2024	Gathering the programming needs of the university for a period of two years through a survey distributed to all .university entities	<b>Second: Developing the computer systems</b>
							X						2023/2024	Study of needs	
				--				X	--	--	--		2023/2024	Developing a plan that includes tasks and timelines based on the study and priorities	
								X					2023/2024	Develop high-level designs for the applications that will be developed during the year, so that the required structures, interfaces, and database are determined	

					X	X						2023/2024	Writing the applications based on specified designs	
					X	X						2023/2024	Conducting single tests to ensure quality	
					X	X						2023/2024	Conduct comprehensive testing, and solve problems and errors that appear during the testing process	
					X							2023/2024	Deploy the applications into the production environment	
					X							2023/2024	Providing technical support and training	
					X							2023/2024	Monitoring the applications performance and analysing emerging errors	
					X							2023/2024	Updating the applications to keep pace with new requirements and correct defects	
					X	X						2023/2024	Use version management systems to control changes and versions	
					X	X	X	X				2023/2024	Create comprehensive applications documentation for easy understanding and future maintenance	
					X							2023/2024	Monitor the applications performance after deployment and collect user feedback	
					X							2023/2024	Updating the applications according to feedback from users	
								X				2023/2024	A comparative study between advanced websites in Web Metrics classifications	<b>Third: Developing the website</b>

								x				2023/2024	Choose a website design	
						x	x					2023/2024	Building templates for the website	
						x						2023/2024	Evaluate the proposed site by conducting an opinion poll	
						x						2023/2024	Approval of the proposed site	
							x					2023	A comparative study between programming tools	
							x					2023	Proposing a specific tool for website design and programming	
							x					2023	Adopting a tool for designing and programming the website	
							x					2023	Determine the work team	
							x					2023	Prepare a timetable for implementation	
						x	x	x				2023/2024	Building the website	
						x	x	x				2023/2024	Building a site management system	
						x						2023/2024	Site approval	
						x	x					2023/2024	Entering site data by various university agencies	
						x						2023/2024	Website launch	
								x				2023	Evaluate the current status of data and information important to the university and determine the current level of protection	<b>Fourth: Ensuring the protection of university data and maintaining its confidentiality, integrity and availability</b>
								x				2023	Establish security procedures that regulate access to, handling, and protection of data	

					X	X	X					2023/2024	Implement data security procedures	
					X	X	X					2023/2024	Implement data backup to ensure availability in emergency situations	
							X					2023/2024	Define responsibilities to ensure data security is managed and monitored and security policies are implemented	
					X	X	X					2023/2024	Training and awareness of users about data security practices and their importance	
					X	X	X	X				2023/2024	Conduct a periodic examination of security gaps and weaknesses in security and take the necessary measures to close these gaps	
							X	X				2023/2024	Prepare an emergency response plan to deal with security breaches or data loss	
					X	X	X	X				2023/2024	Continuously evaluate and monitor data security performance and regularly evaluate policies and procedures to ensure their effectiveness	
					X	X	X	X				2023/2024	Comply with local and international data protection laws and regulations	
					X	X	X	X				2023/2024	Providing periodic reports to management on the status of data security and potential risks	
													Analysis of the internal and external environment (evaluation of the strengths and	<b>Fifth: Risk plan</b>

													weaknesses of the current situation)	
								x				2023/2024	Identify potential hazards	
								x				2023/2024	Preparing the risk matrix (description of the risk, risk prevention policy, risk impact, risk type and location, responsible person, risk treatment procedures)	
					x							2023/2024	Approval of the risk plan	