

BRANCH: INFORMATION SERVICES	Note: Published KPIs are for public information purposes only, certain information may be excluded from the published version due to security reasons
Target title for 2016/17	Identify the title of the target
	Live capture for refugee smart ID cards and travel documents developed and tested.
Indicator / Measure title	Provide a brief explanation of what the indicator is with enough detail to give a general understanding of the indicator
	Live capture functionality for refugee smart ID cards and travel documents tested.
Short definition	Provide a brief explanation of what the indicator is with enough detail to give a general understanding of the indicator
	The current live capture for identity documents and passports will be enhanced to produce secure refugee smart ID cards and travel documents.
Purpose/importance	Explain what the indicator is intended to show and why it is important
	To improve the integrity and security of refugee smart ID cards and travel documents.
Source documentation/information used	Describe where the information comes from i.e. source of information that is used as a basis for actual performamnce achievements (AG requirement)
	Current and revised Standard operating procedures for refugee smart cards and travel documents, user and technical specifications. testing results.
Standard operating procedure	For each indicator or target indicate the standard operating procedure (where applicable)
	System development life cycle as approved by DDG:IS.
System used	Name of system used to process performance information
	Live capture
Type of system	Electronic or live
	Electronic system
Method of calculation	Describe clearly and specifically how the indicator is calculated
	Ability of the system to issue smart ID cards and travel documents for refugees tested / degree of compliance to user requirements.
Baseline calculated against	Indicate the performance as at the end of previous financial year
	Live capture for smart ID cards and passports for citizens.
Availablility of total population	The total population refers to the number and / or list of all members in a defined group. (If the indicator is a rate or percentage, indicate the numerator)
	N/A
Unit of measure	In what unit will the indicator be captured? (percentage/number/currency)
	Live capture functionality for refugee smart ID cards and travel documents tested.
Data limitations	Identify any limitation with the indicator data, including factors that might be beyond the DHA's control
	N/A
Output reporting	1. Who is responsible for reporting at business level?
	DDG: IS
	2. Who archives the reports i.e. the person the AG will be in touch with for any form of business related reporting/Where can the collated information be found?: AG requirement
	Director: Strategic IS Alignment
	3. What are activities/steps that goes into reporting at business level?
	Quarterly reporting to the Departmental Performance Review committee (Reports submitted to Directorate M&E as part of quality assurance for quarterly reviews). Annual reporting as part of the annual report.
Frequency of reporting on this indicator	Indicate: eg monthly, quarterly and annually
	Quarterly and annually
Desired performance	Identify whether actual performance that is higher or lower than the targeted performance is desirable
	Live capture functionality tested for compliance with user requirements.
New indicator:	Identifies whether the indicator is new, has significantly changed, or continues without change from the previous year.
	Yes
Calculation type:	Identifies whether the reported performance is cumulative, or non-cumulative
	Non-cumulative

Type of indicator:	Identifies whether the indicator is measuring inputs, activities, outputs, outcomes or impact, or some other dimension of performance such as efficiency, economy or equity.
	Input

Description of processing activities (where applicable)			
Number	Activity	Responsibility for Each Activity	Evidence for Each Activity
1	Report on as-is status conducted and reviewed by CD: Application Management	Director: Solutions Delivery	Status report
2	User requirements signed off by DDG: CS	DDG: CS	Signed URS
3	Technical specifications for live capture of refugee smart ID cards and travel documents approved by DDG: IS	DDG: IS	Signed Technical specifications
4	Develop Live Capture to cater for refugee smart ID cards and travel documents - writing the system based on user requirements.	Director: Solutions Delivery	Prototype
5	Test live capture for refugee smart ID cards and travel documents.	DDG: IS	Signed off test results