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GOVERNMENT PRIVATE NETWORK (GPN) AUDIT CHECKLIST

Overview

The purpose of this document is to gather information related to information technology infrastructure in each of the Government agencies to ease the delivery of Digital Government Services as stipulated in the Digital Government Act 2022.

This document presents a guideline-reporting template for the Department of ICT – Network Infrastructure and Service Delivery section to use when reporting a Detailed Site Assessment on a government agency. It is designed to assist the team with the submission of the correct information in a suitable format to the Management of Department of ICT. It is designed to facilitate the collection of information necessary for understanding the ICT infrastructure of a particular organization before deploying the Government Private Network and other essential Digital Government services.

This template is to be completed by a Digital Transformation Officer (DTO);

1. Compliance Requirement

In-order for the deployment of Government Private Network (GPN) and other essential Digital Government Services delivery, a duly appointed Digital Transformation Officer (DTO) under the Digital Government Act 2022 (section 8 & 9), to provide an official endorsement letter from his/her agency head (Secretary/Provincial Administrator/CEO) to the Office of the Secretary (DICT)

2. Technical Requirement

This part is an assessment to be done by the respective Digital Transformation Officer (DTO), in-order for the successfully delivery of the Digital Government Services.

Section A: Organization and Management

1. Clearly state in bold writing;

Department/Agency Name: ____

Digital Transformation Officer (DTO) Name: __________________________________

Phone Number: ______________________

Email: ________________________

Fax Number: ________________

Work Telephone #: ________________________

Date: ______________________

2. What is the overall total number of all employees of the organization? (Attach organization structure)

3. Total number and names of ICT personnel and their position in the organization.

No.	***Names***	***Title/Position***
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

4. What is the estimated annual ICT budget in your organization?

PGK

5. Do you have a written ICT plan and strategy in place?

□ **Yes** □ **No**

If Yes, please briefly state the plan or the strategy here or attached a copy:

Section C: ICT Infrastructure

1. **Network Architecture and Components:** The audit encompasses an examination of the organization's network architecture, topology, and underlying components. This includes an assessment of hardware devices, software applications, and their interconnections.

Infrastructure	Remarks	Yes	No
Firewall			
Distribution Switch			
Access Switch			
Cabling			
Access points			
UPS			

2. **Network Security:** The audit evaluates the organization's network security measures, ranging from firewall configurations and access controls to authentication mechanisms and intrusion detection systems. The goal is to identify potential vulnerabilities and recommend strategies to bolster security.

Infrastructure	Remarks	Yes	No
Firewall			
Anti-virus			
Physical access			

3. **Network Performance:** A thorough analysis of network performance metrics such as latency, bandwidth utilization, and throughput are conducted. The audit aims to identify any performance bottlenecks and areas of congestion, providing insights to optimize network efficiency.

Test	Remarks	Yes	No
Speed test internal			
Speed test external			
Packet loss test			

4. **Network Documentation:** The scope extends to the review of network documentation, encompassing accuracy, completeness, and currency. This includes scrutinizing network diagrams, IP address assignments, and device configurations to ensure accurate records.

Documentation	Remarks	Yes	No
Topology			
VLAN			
Routing			
Switching			
IP addressing			

5. **Disaster Recovery and Business Continuity:** The audit assesses the organization's disaster recovery plans and business continuity strategies. This involves an examination of backup mechanisms, data recovery procedures, and communication protocols to enhance preparedness for unforeseen events.

Infrastructure	**Remarks**	**Yes**	**No**
Existing backup			
Existing disaster recovery plan			

6. **Compliance and Regulatory Alignment:** The audit evaluates the organization's adherence to relevant industry standards and regulatory requirements. It involves identifying gaps in compliance and recommending actions to achieve and sustain alignment.

Infrastructure	**Remarks**	**Yes**	**No**
Industry compliance and Regulatory			
DICT standards and compliance			

7. **Network Inventory and Asset Management:** The audit includes an inventory of all network assets, both hardware and software. This entails tracking obsolete devices, managing software licenses, and ensuring an accurate record of network resources.

Infrastructure	**Remarks**	**Yes**	**No**
Existing system			

8. **Network User Management:** The scope extends to the evaluation of user authentication and authorization mechanisms. This involves reviewing user access controls, permissions, and user account management practices.

Infrastructure	**Remarks**	**Yes**	**No**
Network policies			
User group policies			
User access policies			

9. **Network Monitoring and Reporting:** The audit examines network monitoring tools and reporting systems in place. It aims to assess the organization's ability to proactively identify network anomalies and security breaches.

Infrastructure	**Remarks**	**Yes**	**No**
Network monitory system			

10. Do you have Active Directory (AD) on premise? How many Users on Active Directory?

Section D: ISP Standard Criteria (DTOs to consider these requirements/criteria before engaging alternate network provider or Internet Service Provider to provision internet service)

1. Who is your current Internet Service Provider (ISP)? Do you have a backup link/redundancy?

2. What is the bandwidth capacity of Internet Services (ISP)?

3. What is the network coverage of the engaged ISP throughout the country (PNG)? Please specify;

4. Is the ISP connected to the Local PNG Internet Exchange Point leveraging on local content caching? Please specify.

5. Is the ISP have the relevant NICTA retail License for providing Internet Services?
   Does the ISP pay levy(tax) to NICTA under UAS as required?

6. What are the types of access connection is implemented by the ISP to government bodies? Fiber, microwave or satellite?

7. The ISP has to connect to at least 2 International link for redundancy purposes which is very critical to enable single point of failure? Please highlight below;

8. Does the ISP able to maintain a dedicated Customer Care centres for handling complaints promptly from the customers as in government bodies and provide timely support?

Any other Comments: