#

**SCOPE OF WORK**

**FOR**

**ASSESSMENT OF CURRENT IT LANDSCAPE**

**AND**

**DEVELOPMENT OF A 5-YEAR ROADMAP**

**CONFIDENTIALITY**

The information contained in this document is confidential to Nghi Son Refinery & Petrochemical Limited Liability Company (NSRP). Accordingly, copyright for this document is retained with NSRP and no copying in any format of this document is permitted without the written permission from NSRP Management.

|  |  |
| --- | --- |
| Prepare by: | Approved by: |
| Signature: | Signature: |
|
|
|
|
|
| Name: Tran Trung Hieu | Name: Kazutaka Yamato  |
| IT Department Manager | General Director |
| Date: | Date: |

*These signatures apply to entire document*

1. **Introduction**

This document outlines the scope of services for engaging external services to assess the current IT systems landscape at NSRP and develop a 5-year IT roadmap. The purpose of this engagement is to ensure an independent, comprehensive evaluation and strategic planning for future NSRP IT initiatives.

1. **Objectives**
* **Perform Assessment:** Conduct a comprehensive assessment of the current NSRP IT system landscape, including IT Infrastructure and security.
* **Develop IT Roadmap:** Create a 5-year IT roadmap that incorporates both NSRP's existing system information and industry best practices.
1. **Scope of Services (SOS)**
	1. **Assessment of Current IT System Landscape**
		1. **System Overview and Documentation**
* Review and document the existing IT infrastructure, including hardware, software, network components, and data centers.
* Assess the current state of IT applications, databases, and tools in use.
* Evaluate IT service management practices and support structures.
	+ 1. **IT Infrastructure Assessment**
* Evaluate the current IT infrastructure’s scalability, reliability, and performance.
* Assess the efficiency and effectiveness of existing infrastructure.
* Identify areas for improvement and potential upgrades.
	+ 1. **IT Security Assessment**
* Conduct a comprehensive IT security assessment to identify vulnerabilities and risks.
* Review current security policies, procedures, and protocols.
* Review Security architecture and identify area for improvement.
* Assess compliance with industry standards and regulatory requirements.
	+ 1. **IT Compliance Review**
* Evaluate compliance with relevant industry standards (e.g., ISO/IEC 27001, GDPR, NIST etc.).
* Review data protection and privacy measures in place.
* Identify areas of non-compliance and provide recommendations for remediation.
	1. **Development of a 5-Year IT Roadmap**
		1. **Strategic IT Planning**
* Collaborate with key stakeholders to understand business goals and objectives.
* Identify key IT initiatives that align with business strategies.
* Analyze current IT capabilities and identify gaps.
	+ 1. **Industry Best Practices**
* Research and incorporate industry best practices in IT planning and management.
* Benchmark NSRP's IT practices against industry standards.
	+ 1. **Roadmap Development**
* Develop a detailed 5-year IT roadmap, including timelines, milestones, and resource requirements.
* Define short-term and long-term IT goals and objectives.
* Provide a phased implementation plan with clear priorities.
	+ 1. **Budget and Resource Planning**
* Estimate the budget required for implementing the IT roadmap.
* Identify resource requirements, including personnel, technology, and infrastructure.
* Develop a cost-benefit analysis for proposed IT initiatives.
1. **Deliverables**
* **Assessment Report**: A comprehensive report detailing the findings from the high-level assessment, including IT infrastructure, security status, and compliance status.
* **5-Year IT Roadmap:** A strategic document outlining the IT initiatives, timelines, resource requirements, and budget estimates for the next five years.
* **Presentation:** A presentation summarizing key findings and recommendations, to be delivered to NSRP's senior management team.
* **SWOT Analysis Report:** A detailed report summarizing strengths, weaknesses, opportunities, and threats.
1. **Timeline**
* Service Provider can free propose suitable timeline.
1. **Requirement for Service Provider**
* Proven experience in IT system assessments and strategic planning for Oil and Gas company.
* Expertise in IT infrastructure, Application, Architecture, and security.
* Familiarity with industry best practices and standards.