

User Manual – Preliminary Assessment

Digital Maturity Model

1

Go to <https://nextgengovsl.gov.lk/login>

Visit the landing page and click on the “Gov. Organization” button to register your organization.



Login or Signup

1. Already registered organizations can log in using the “Login” button after entering the username and password.
2. If organization is **not** already registered, click on the “Signup” button to register.

The screenshot shows a web interface for LIGHTING DIGITAL ICTA. At the top, there is a purple header with the logo and text. Below the header, there are two main sections. On the left, a white box titled "Don't have an account?" contains the text "Register Now and assess the Digital Maturity level of organization." and a red "Signup" button. On the right, a white box titled "Login Your Account" contains input fields for "Username" and "Password", a "Forgot Password" link, and a red "Login" button. Red arrows and numbers are used to highlight the buttons: arrow 2 points to the "Signup" button, and arrow 1 points to the "Login" button.

Don't have an account?

Register Now and assess the Digital Maturity level of organization.

Signup

Login Your Account

Username

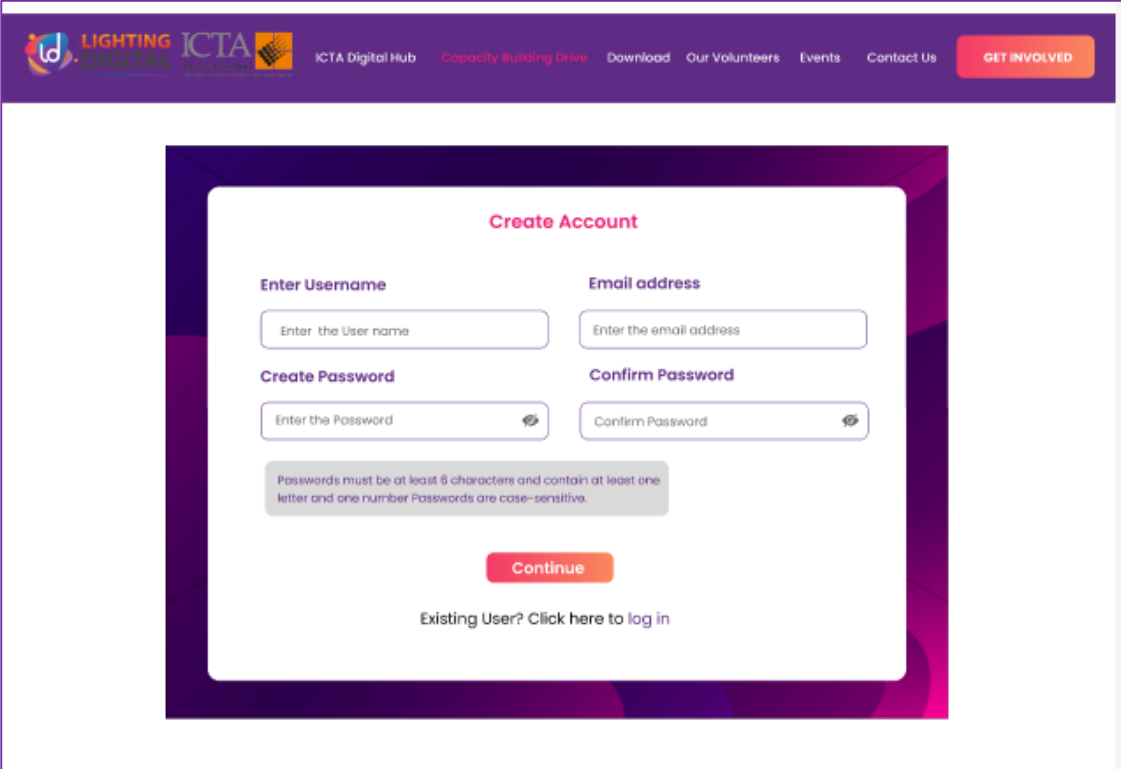
Password

[Forgot Password](#)

Login

Create User Name and Password

- After clicking the “Signup” button, a following window will appear.
- To create an Account you have to enter a Username, Password, Confirm Password and click on the “Continue” button.
- You will be navigated to the Organization Registration screen.
- **Note: As the Email Address, enter the Organization's email address.**



The screenshot shows a web browser displaying the 'Create Account' form on the LIGHTING ICTA Digital Hub website. The website's header is purple and contains the logo, navigation links (ICTA Digital Hub, Capacity Building Drive, Download, Our Volunteers, Events, Contact Us), and a 'GET INVOLVED' button. The form itself is white with a purple border and contains the following fields:

- Enter Username:** A text input field with placeholder text 'Enter the User name'.
- Email address:** A text input field with placeholder text 'Enter the email address'.
- Create Password:** A text input field with placeholder text 'Enter the Password' and an eye icon for toggling visibility.
- Confirm Password:** A text input field with placeholder text 'Confirm Password' and an eye icon for toggling visibility.

Below the password fields, a grey box contains the text: 'Passwords must be at least 6 characters and contain at least one letter and one number Passwords are case-sensitive.' At the bottom of the form is an orange 'Continue' button and a link that says 'Existing User? Click here to log in'.

Registration

- Enter all details to Register the Organization.
- After entering all details click on the “**Submit**” button.

The screenshot shows the 'Register Now' form on the ICTA Digital Hub website. The form is titled 'Register Now' and is part of the 'General Information' section. It contains several input fields for registration details:

- Name of the organization ***: A text input field with the placeholder 'Select Organization Name'.
- Related Ministry ***: A dropdown menu with the placeholder 'Select the Ministry Name'.
- Organization category ***: A dropdown menu with the placeholder 'Select the Organization category'.
- Type of services provided ***: A text input field with the placeholder 'Enter type of services'.
- Number of employees ***: A text input field with the placeholder 'Enter number of employees'.
- District of operations ***: A text input field with the placeholder 'Districts of Operations'.
- Organization Address ***: A text input field at the bottom of the form.

The website header includes the ICTA Digital Hub logo and navigation links: 'Capacity Building Drive', 'Download', 'Our Volunteers', 'Events', 'Contact Us', and a 'GET INVOLVED' button.

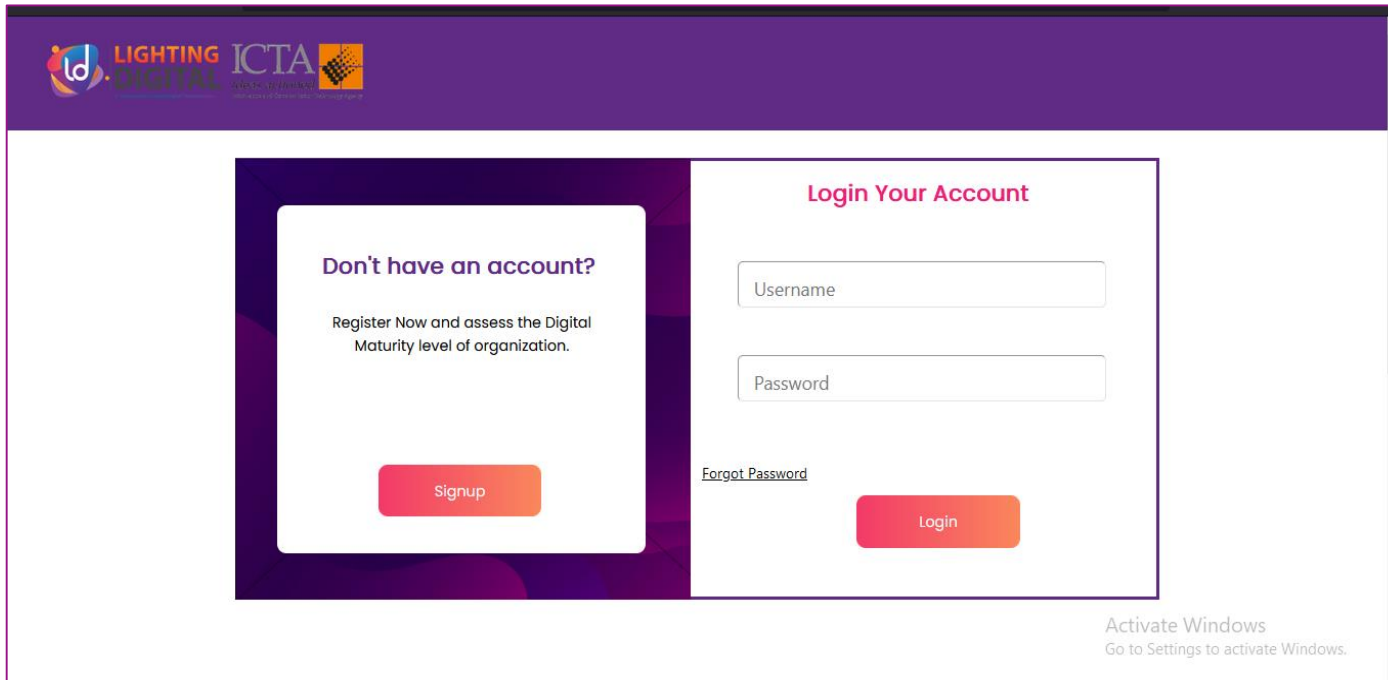
This screenshot shows a later stage of the registration process. It includes a toggle switch to select 'Does the organization already have a CDIO?'. Below this, there are three input fields:

- If yes, Mention the CDIO's Name ***: A text input field with the placeholder 'Enter the CDIO's name'.
- CDIO's Email Address ***: A text input field with the placeholder 'CDIO's email address'.
- CDIO's contact number ***: A text input field with the placeholder 'Enter the CDIO's contact number'.

A red circle highlights the 'Submit' button, with a red arrow pointing to it from the right. The website header and footer are consistent with the previous screenshot.

Login

- After successfully completing the registration, you will be navigate to the Login Page.
- Then login to the Organization's profile by entering the Username and Password.



The screenshot displays the login interface for the LIGHTING DIGITAL ICTA platform. The header features the organization's logo and name. The main content area is divided into two sections: a registration prompt on the left and a login form on the right. The registration section, titled "Don't have an account?", encourages users to "Register Now and assess the Digital Maturity level of organization." with a "Signup" button. The login section, titled "Login Your Account", includes input fields for "Username" and "Password", a "Forgot Password" link, and a "Login" button. A Windows activation watermark is visible in the bottom right corner of the browser window.

LIGHTING DIGITAL ICTA

Don't have an account?

Register Now and assess the Digital Maturity level of organization.

Signup

Login Your Account

Username

Password

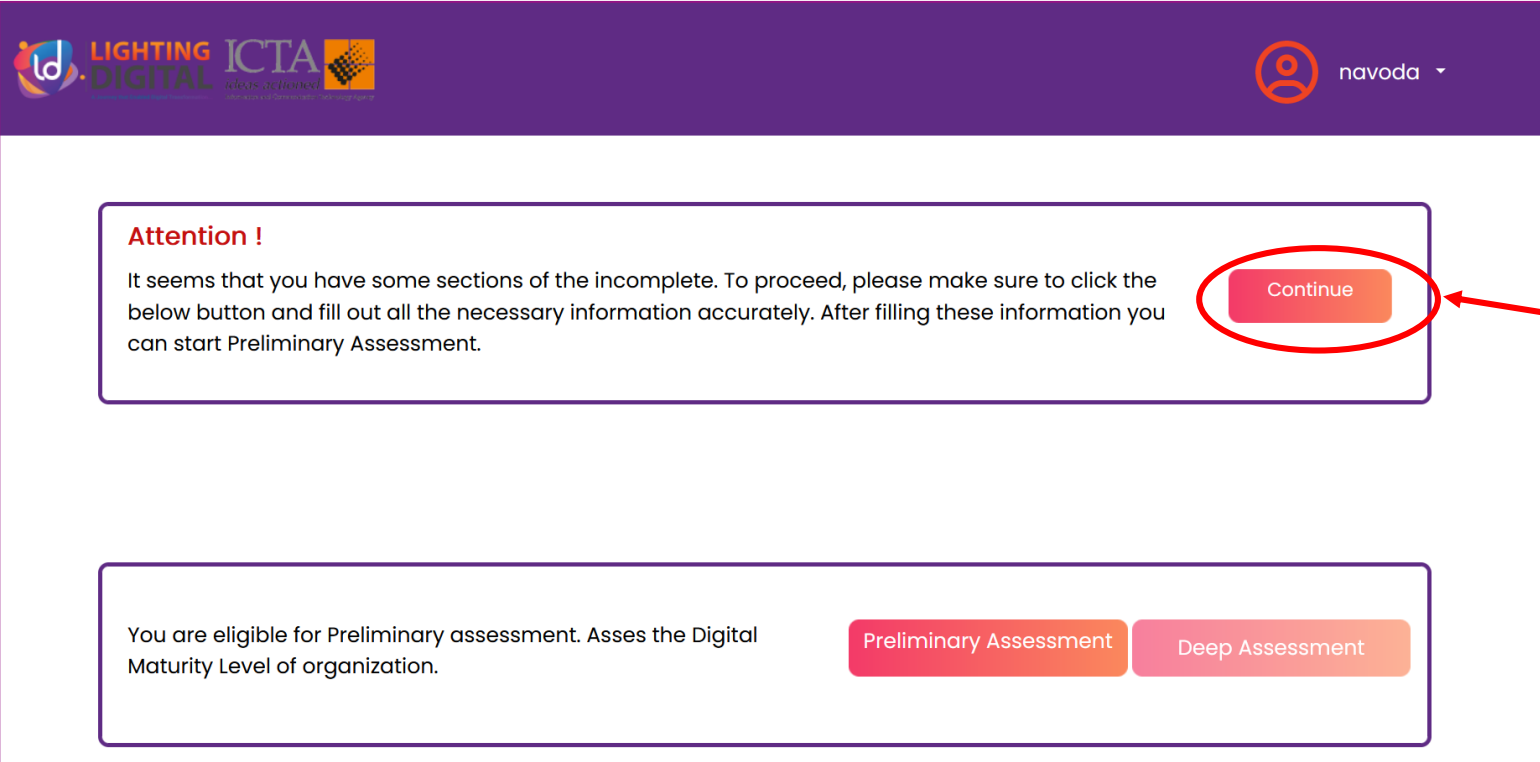
[Forgot Password](#)

Login

Activate Windows
Go to Settings to activate Windows.

Resources

- After Signing In , you will be navigated to the below window.
- Top of the page “**Attention!**” message will appear. Click the “**Continue**” button to provide the other required details (Details of the resources for the organization).



The screenshot displays the user interface of the LIGHTING DIGITAL ICTA portal. At the top, there is a purple header bar containing the logo on the left and a user profile icon labeled 'navoda' on the right. Below the header, a white box with a purple border contains an 'Attention !' message in red. The message states that some sections are incomplete and instructs the user to click the 'Continue' button and fill out the necessary information to start the Preliminary Assessment. The 'Continue' button is highlighted with a red circle and a red arrow pointing to it from the right. Below this, another white box with a purple border informs the user that they are eligible for a Preliminary assessment and provides two buttons: 'Preliminary Assessment' and 'Deep Assessment'.

Attention !

It seems that you have some sections of the incomplete. To proceed, please make sure to click the below button and fill out all the necessary information accurately. After filling these information you can start Preliminary Assessment.

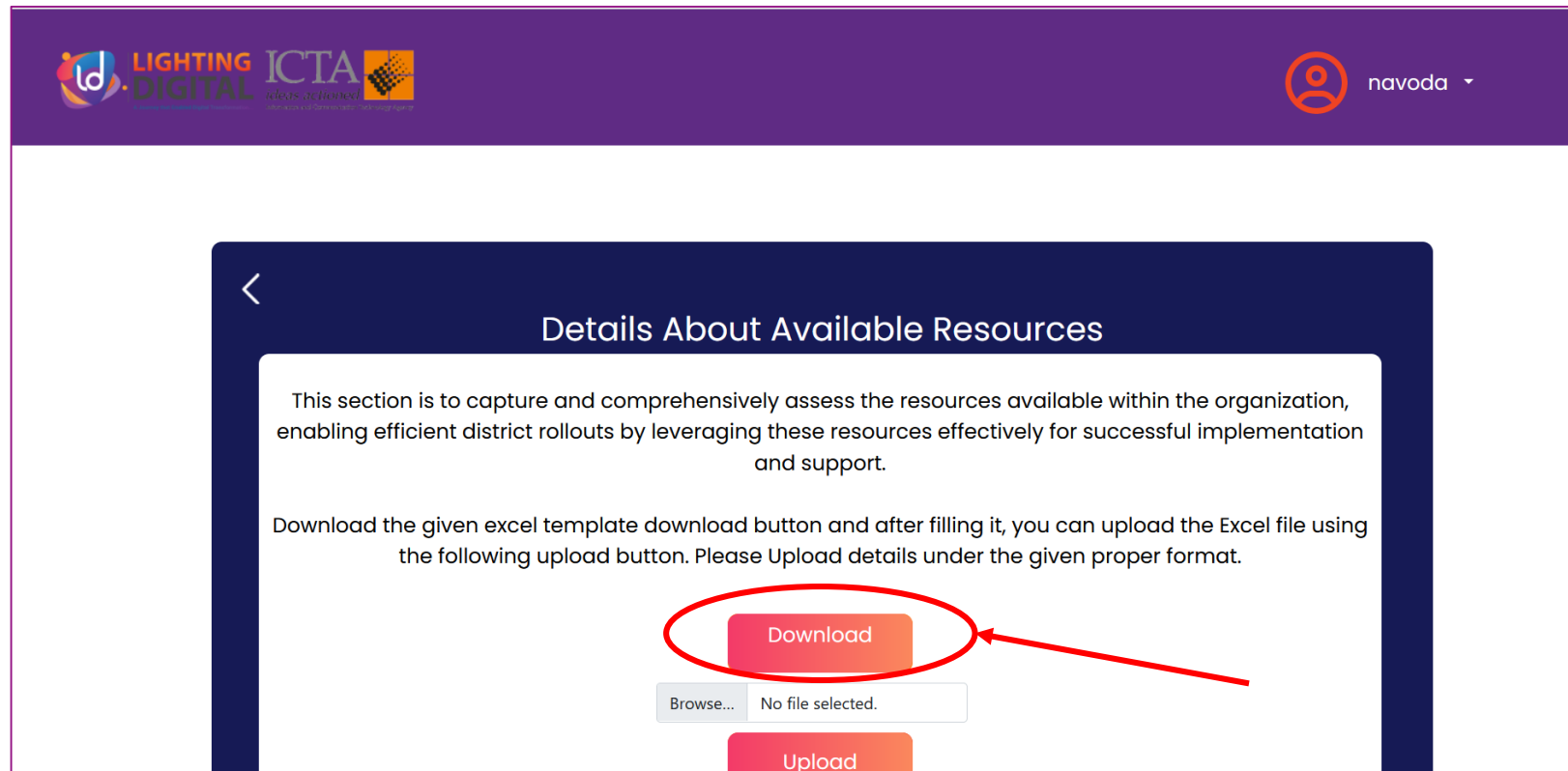
Continue

You are eligible for Preliminary assessment. Asses the Digital Maturity Level of organization.

Preliminary Assessment **Deep Assessment**

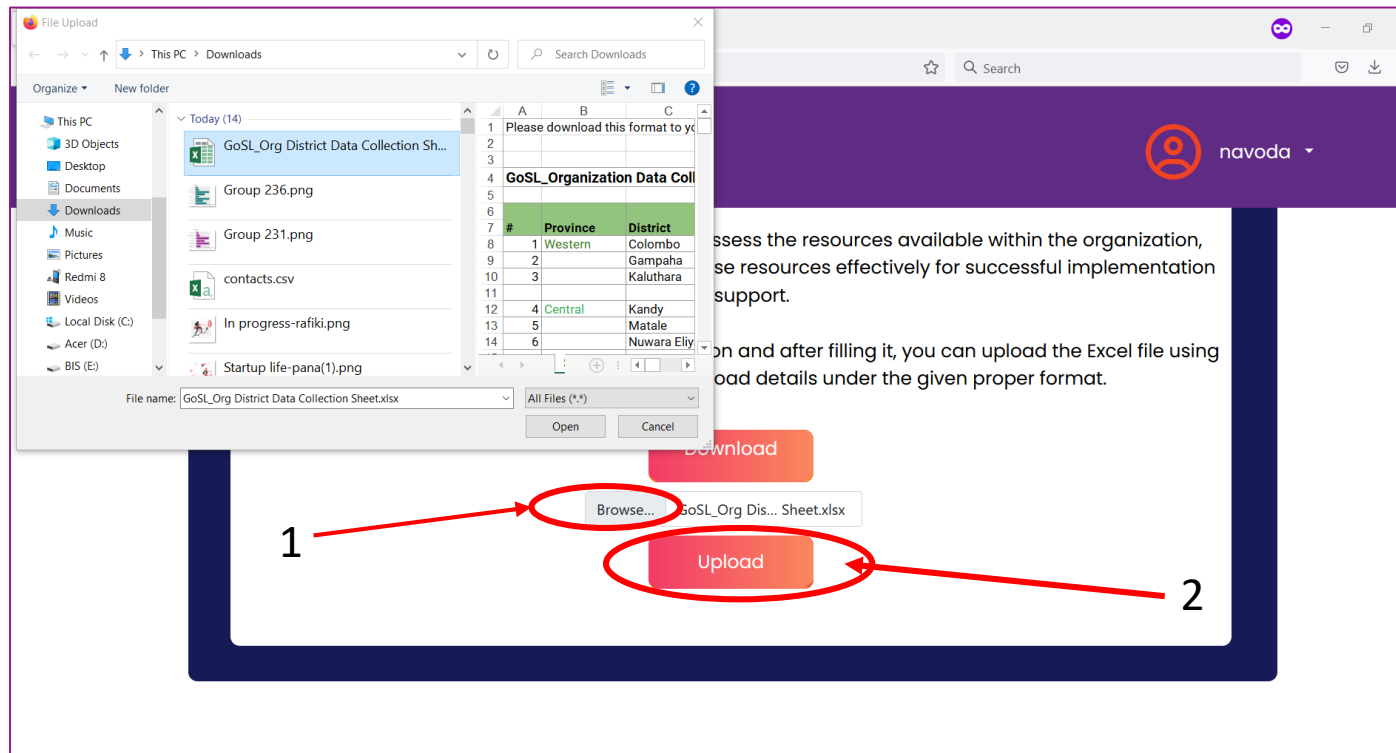
Download - Resources File

- After clicking on the “Continue” button below window will appear.
- Click on “Download” button to download excel template to provide the details of the resources of the organization.



Upload - Resources File

- After downloading the Excel format, you can open and fill it.
- **Note:** Rename this file with the organization name.
- To upload the completed Excel file, click on the “Browse” button (Number 1), select and open the file, and then click “Upload” (Number 2).



Organization Profile

- Scroll down to view the organizational details (Which was entered during the registration).



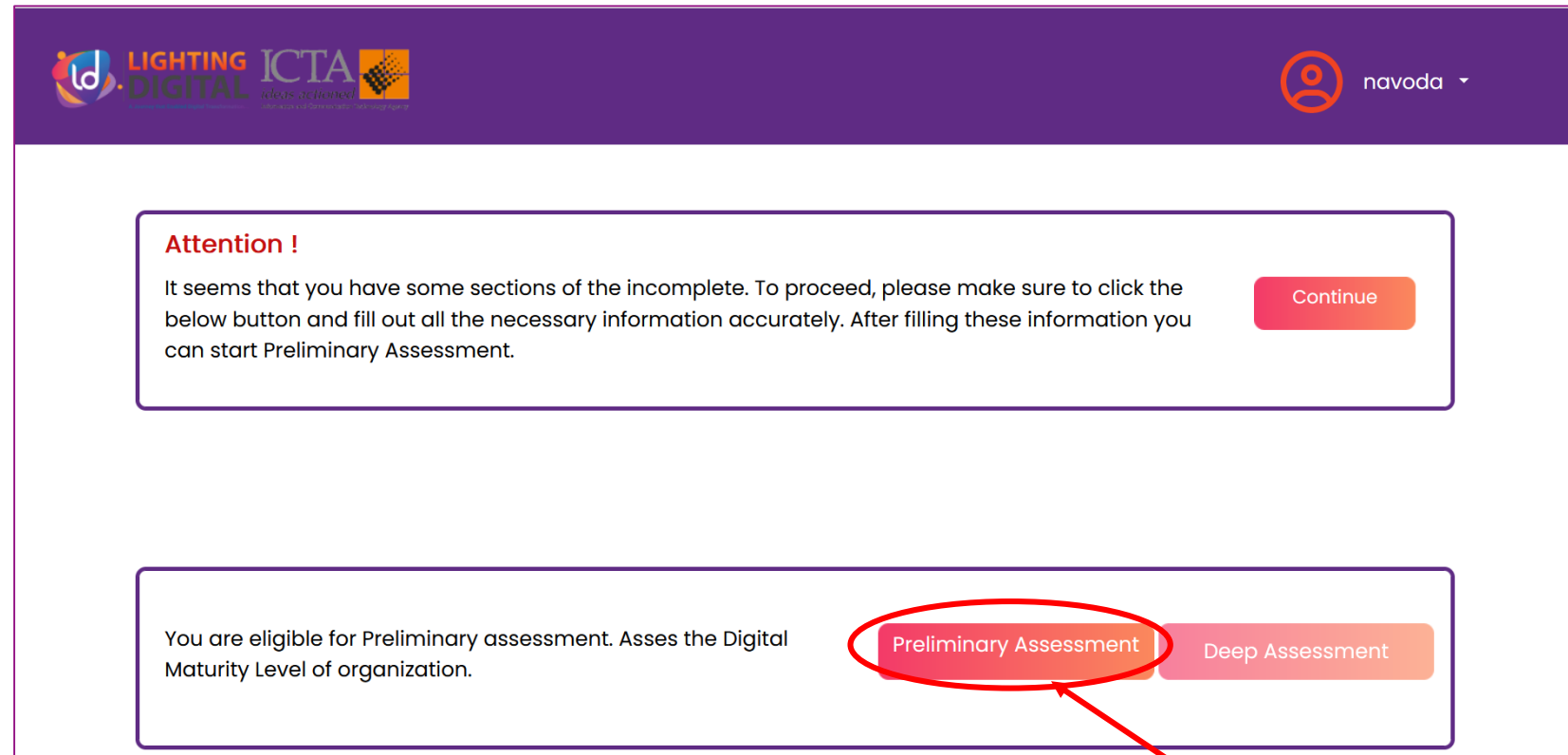
Organization Profile

General Information

 Organization name	Import & Export Control Department
 Related Ministry	President's office
 Organization Category	Department
 Types of Services provided	Government to Business
Number of employees	1200

Start Assessment

- Scroll to the top pf the page.
- Click on the “**Preliminary Assessment**” button to conduct the Preliminary Assessment.



LIGHTING DIGITAL ICTA ideas actions

navoda ▾

Attention !

It seems that you have some sections of the incomplete. To proceed, please make sure to click the below button and fill out all the necessary information accurately. After filling these information you can start Preliminary Assessment.

[Continue](#)

You are eligible for Preliminary assessment. Asses the Digital Maturity Level of organization.

[Preliminary Assessment](#) [Deep Assessment](#)

Preliminary Assessment

- After clicking the “Preliminary Assessment” button, the Preliminary Assessment questionnaire will appear.
- Then you can proceed with the Digital Maturity Preliminary Assessment.

The screenshot shows a web application interface for the 'Digital Maturity Preliminary Assessment for Government Organizations'. The header is purple and contains the 'LIGHTING DIGITAL' and 'ICTA' logos on the left, and a user profile icon labeled 'User1' on the right. Below the header, a white box contains an introductory paragraph. The main content area is a light blue box with a question and a rating scale.

Digital Maturity Preliminary Assessment for Government Organizations

The preliminary assessment is focused on evaluating the readiness of government organizations to apply the digital maturity model to their organization. Any government organization can perform the preliminary assessment and if it fulfills the expected entry requirements to conduct the 'Deep Assessment'.

1. Rate the following in terms of emerging technologies.

	Excellent	Good	Average	Poor	Very poor
a. How do you rate your organization's usage of Emerging Technologies and Applications such as Artificial Intelligence (AI), Cryptocurrencies, etc.? (1 is the lowest and 5 is the highest)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Does your organization has a dedicated research and development team to try out the emerging solutions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Preliminary Assessment

1. The Preliminary Assessment consists of five pages (1 page for each Dimension) with mandatory questions.
2. After selecting answers for all the questions on a particular page, you can proceed to the next page by clicking the **"Next"** button.
3. To resume this assessment, you can click on the **"Resume"** button. It will open the Organization Profile page. (See page 5). To continue the assessment, you can click on the **"Preliminary Assessment"** button on the right-hand sidebar. (See Page 6)

The screenshot displays the 'LIGHTNING DIGITAL ICTA' header with a user profile 'harshi'. Below the header, a question is presented with three radio button options:

- ☐ a. We have well developed single sign-on (SSO) solution to obtain services from an organization
- ☐ b. Some online services are available for citizens
- ☐ c. We do not provide online services for citizens

At the bottom of the question area, two buttons are visible: 'Resume' and 'Next'. Red circles and arrows highlight these buttons, with the number '3' pointing to the 'Resume' button and the number '2' pointing to the 'Next' button.

The footer contains the following information:

Links	Who We Are	Other Links	Contact Us
<p>Aiming at a digitally competent society and an empowered Government workforce with required competencies.</p> <ul style="list-style-type: none">> Overview> Our Initiatives> Get Involved	<ul style="list-style-type: none">> Our Role> Our Culture & Values> Our Team	<ul style="list-style-type: none">> Events> Media> Contact	<p>94 112-369-099 info@lightningdigital.gov.lk 490 R.A. De Mel Mawatha, Colombo, 00300, Sri Lanka</p>

Submit Assessment

1. After answering all questions, Click on the “Submit” button.

29. Rate your organization branding strategy? (1 is low and 5 is highest)

1 2 3 4 5

☐ ☐ ☐ ☐ ☐

30. Availability of digital appliances in your organization?

☐ a. Digital appliances are not available

☐ b. Importance and requirement is identified.

☐ c. Digital appliances are in place and does not have a proper sustainable approach

☐ d. Digital appliances are in place and have a proper sustainability mechanism

31. Rate your organization's overall employees level of knowledge on Information Technology (IT)? (1 is low and 5 is highest)

1 2 3 4 5

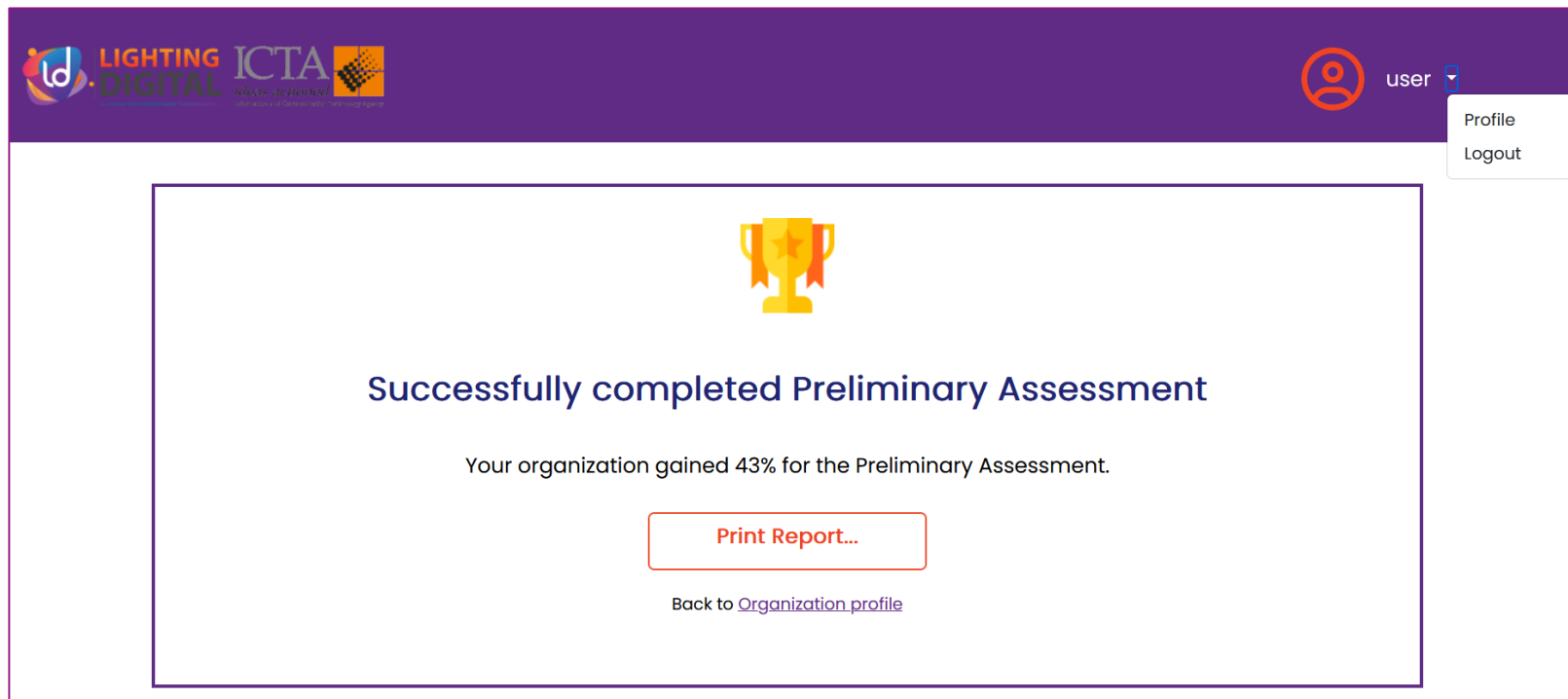
☐ ☐ ☐ ☐ ☐

[Resume](#) [Submit](#)

A red arrow points to the "Submit" button.

View Results

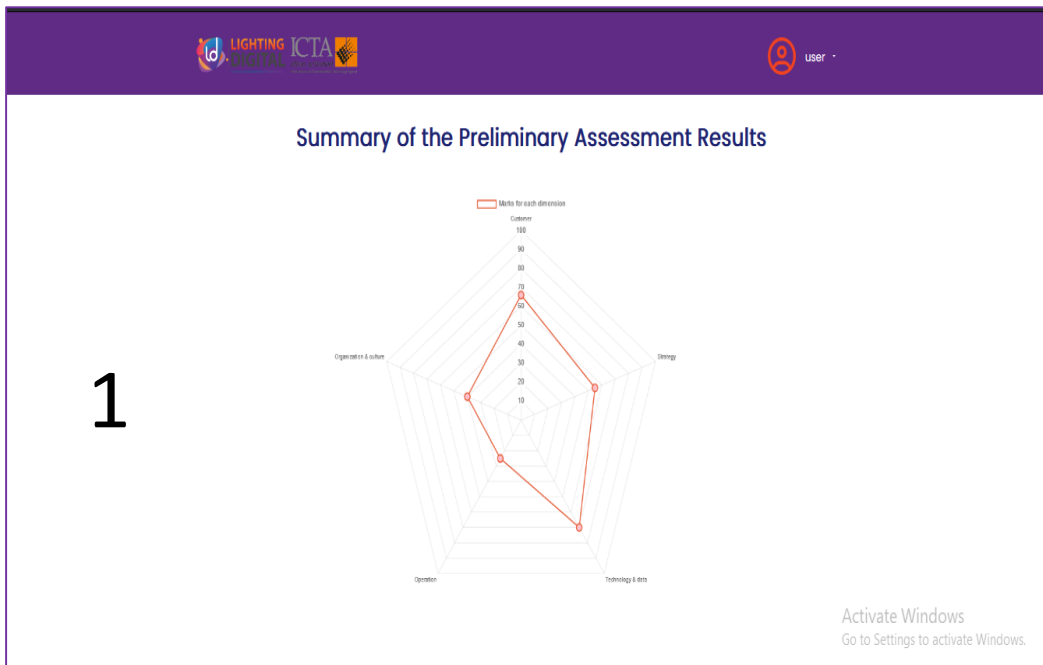
After submitting the Assessment, the following window will appear.



View Results

Scroll down the results page to view the following assessment results of the organization.

1. Summary of the preliminary assessment results (Number 1).
2. Summary of the preliminary assessment results for each dimension. Click on the “**Read More**” button on each Dimension to view dimension wise results (Number 2).



2

Summary of the Preliminary Assessment Results for each dimensions

Technology & Data

You gained 70% for Technology & Data dimension.

[Read More](#)

Customer

You gained 66% for Customer dimension.

[Read More](#)

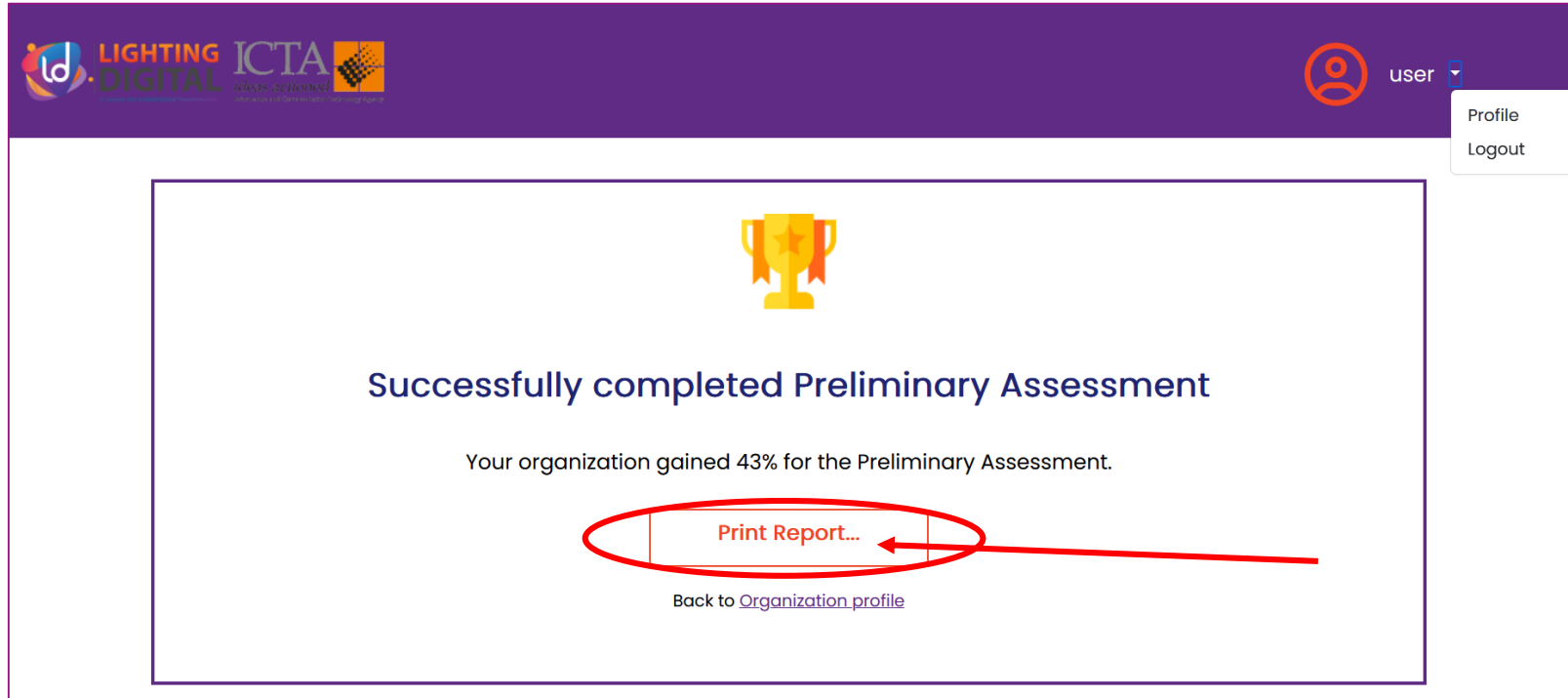
Operation

Strategy

Activate Windows
Go to Settings to activate Windows.

Print Result Report

Click on the “**Print Report**” button to print the Organizational Digital Maturity Preliminary Assessment result report.



Save Result report

1. After clicking on **Print Report** button below window will appear (Figure 1).
2. Press **Ctrl + P** to print the report. And the below Figure 2 window will appear.
3. To save the report as PDF, select **Save to PDF** (Number 1)
4. And click on **Save** (Number 2).

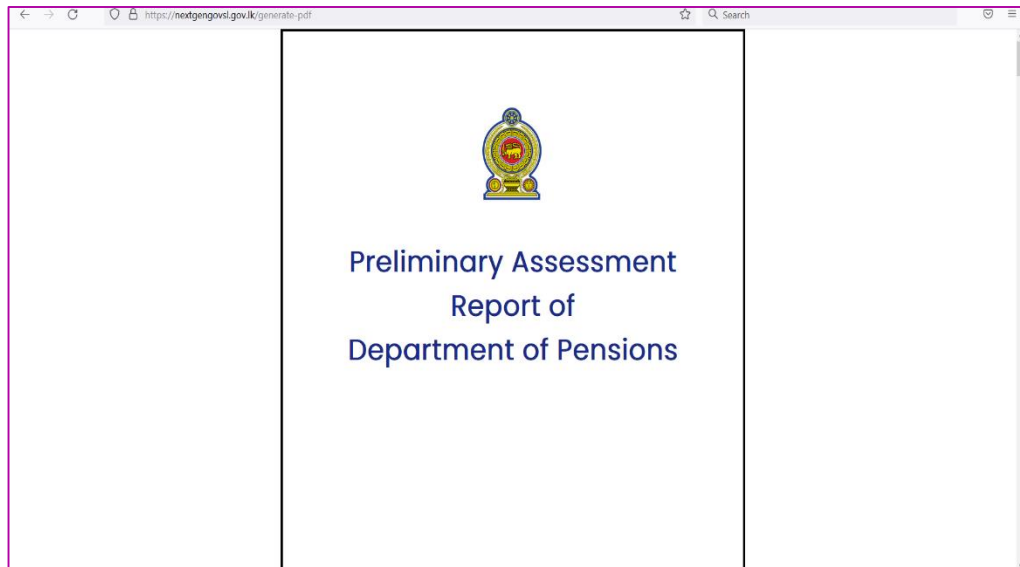


Figure 1

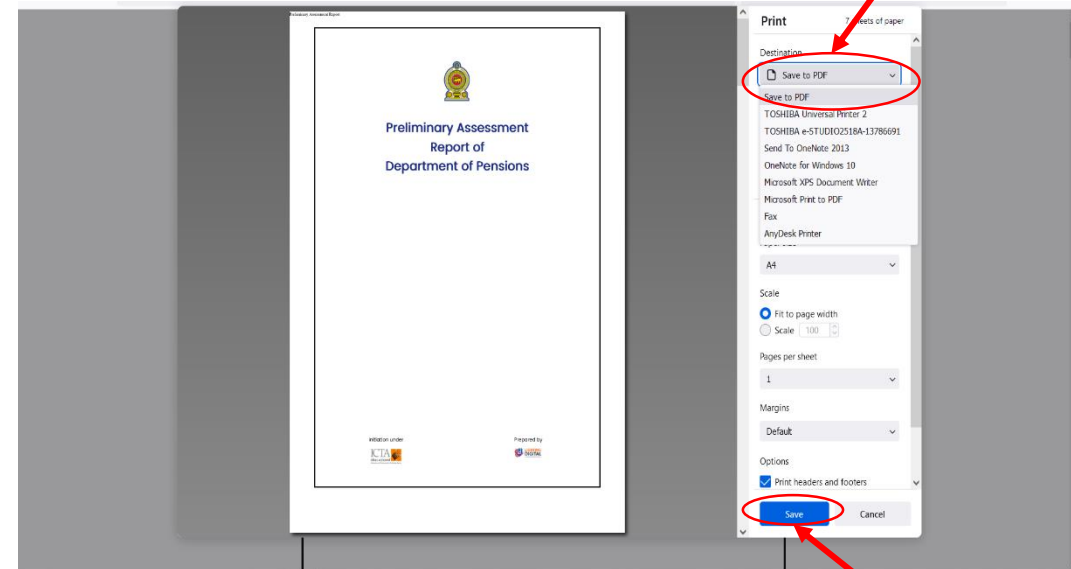
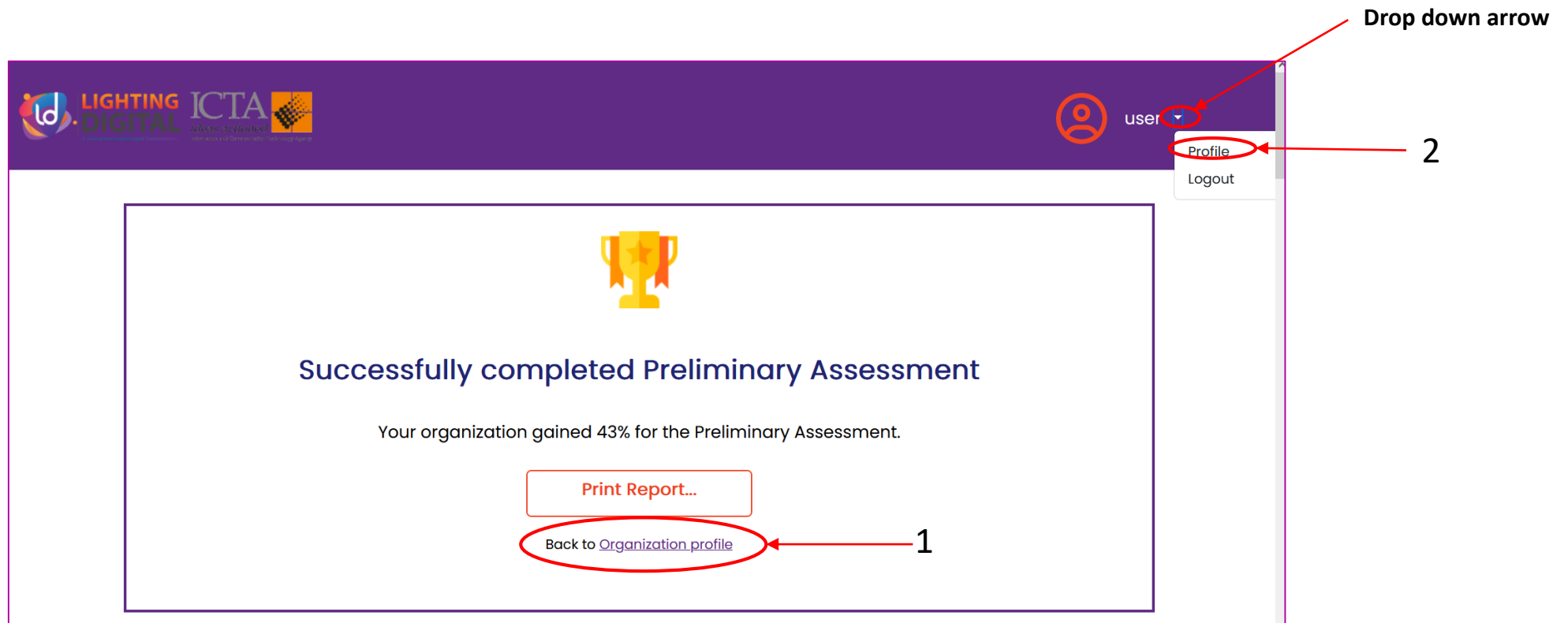


Figure 2

Continue to Organization Profile page

1. To go to the Organization Profile, click on the “**Back to Organization Profile**” link (Number 1).
2. Alternatively, click on the dropdown arrow in the Header Bar and select “**Profile**” . Then you will be redirected to the Organization Profile page (Number 2).



To view the results of the Preliminary Assessment, click on the “View Results” button. This will redirect you to the results Page (Page 10 and 11) .

The screenshot shows a web interface with a purple header. On the left is the 'LIGHTING DIGITAL ICTA' logo with the tagline 'ideas actions'. On the right is a user profile icon labeled 'navoda'. Below the header is a form titled 'Digital Transformation Unit (DTU)/ IT unit Details'. The form contains two rows of data: 'DTU type of Organization' with the value 'Fully Fledged', and 'Number of employees in the DTU' with the value '12'. At the bottom of the form are two buttons: 'View Results' (highlighted with a red circle and a red arrow) and 'Edit Profile'.

Digital Transformation Unit (DTU)/ IT unit Details	
DTU type of Organization	Fully Fledged
Number of employees in the DTU	12

[View Results](#) [Edit Profile](#)

Edit Profile

To edit the details of the organization, click on the “Edit Profile” button. This will redirect you to the profile details edit page.

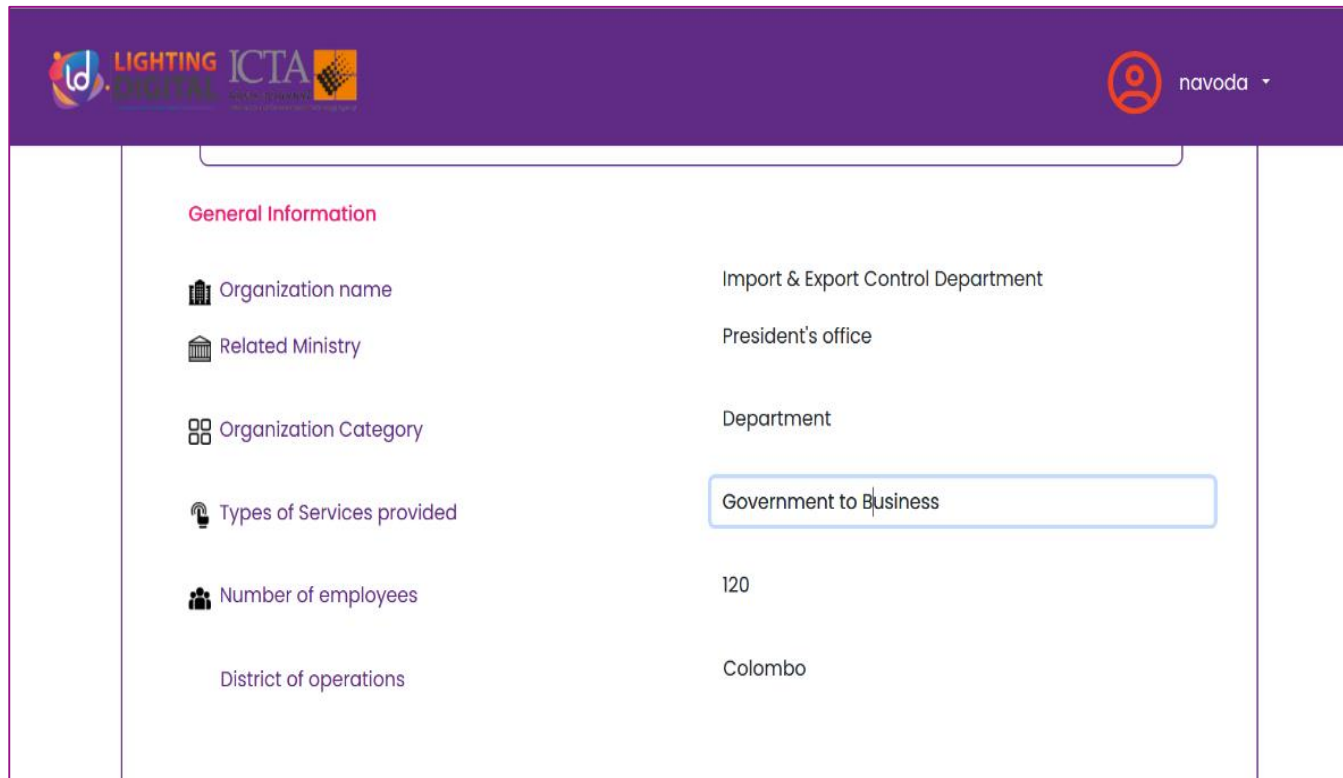
Digital Transformation Unit (DTU)/ IT unit Details

DTU type of Organization	Fully Fledged
Number of employees in the DTU	12

[View Results](#) [Edit Profile](#)

Edit Profile

- You can change details which you provided during the registration. To edit details, click on particular field and enter required details (see below figure).

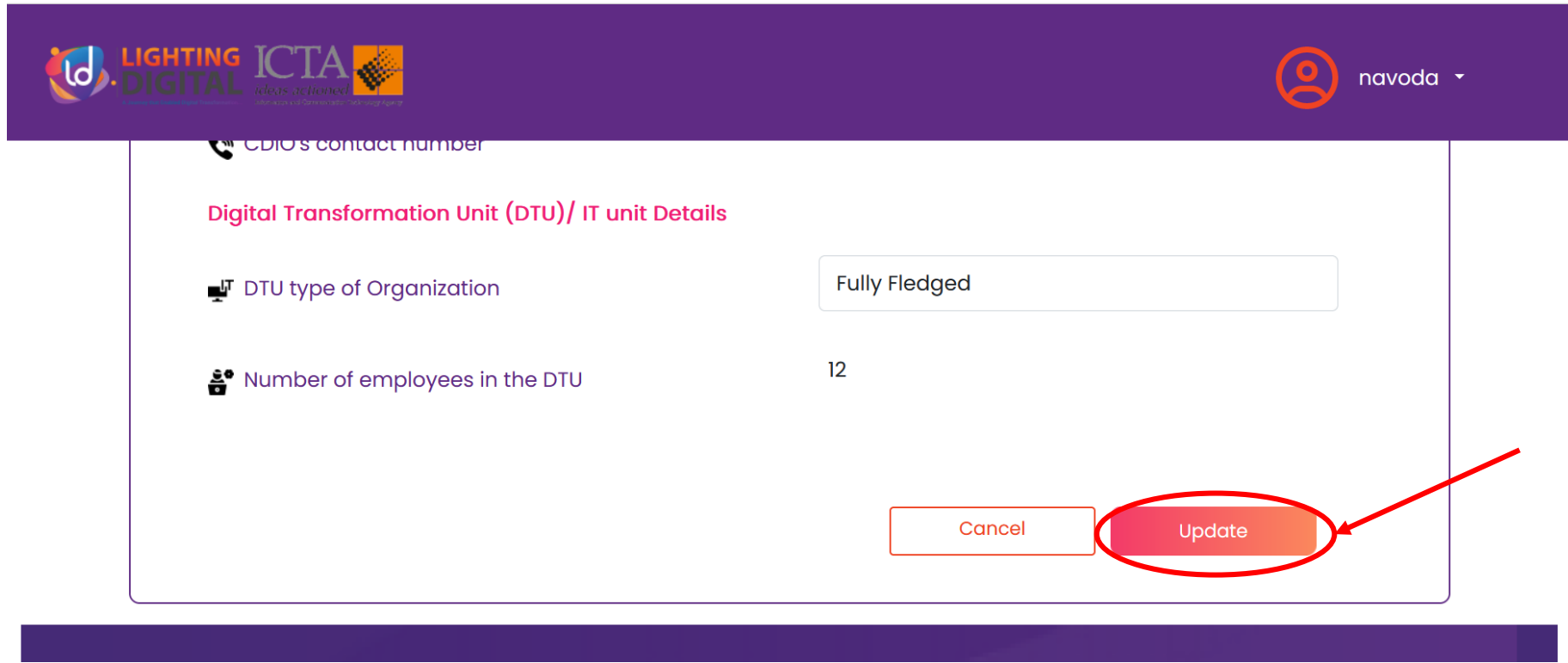




The screenshot displays the 'Edit Profile' interface for a user named 'navoda'. The page is titled 'General Information' and contains several fields for editing organization details. The fields and their current values are as follows:


Field	Value
Organization name	Import & Export Control Department
Related Ministry	President's office
Organization Category	Department
Types of Services provided	Government to Business
Number of employees	120
District of operations	Colombo

Edit Profile


- After entering details click the “ **Update** ” button.
- Then you will be redirected to the Organization profile.




 **LIGHTING DIGITAL**  **ICTA** ideas actioned

 CEO's contact number

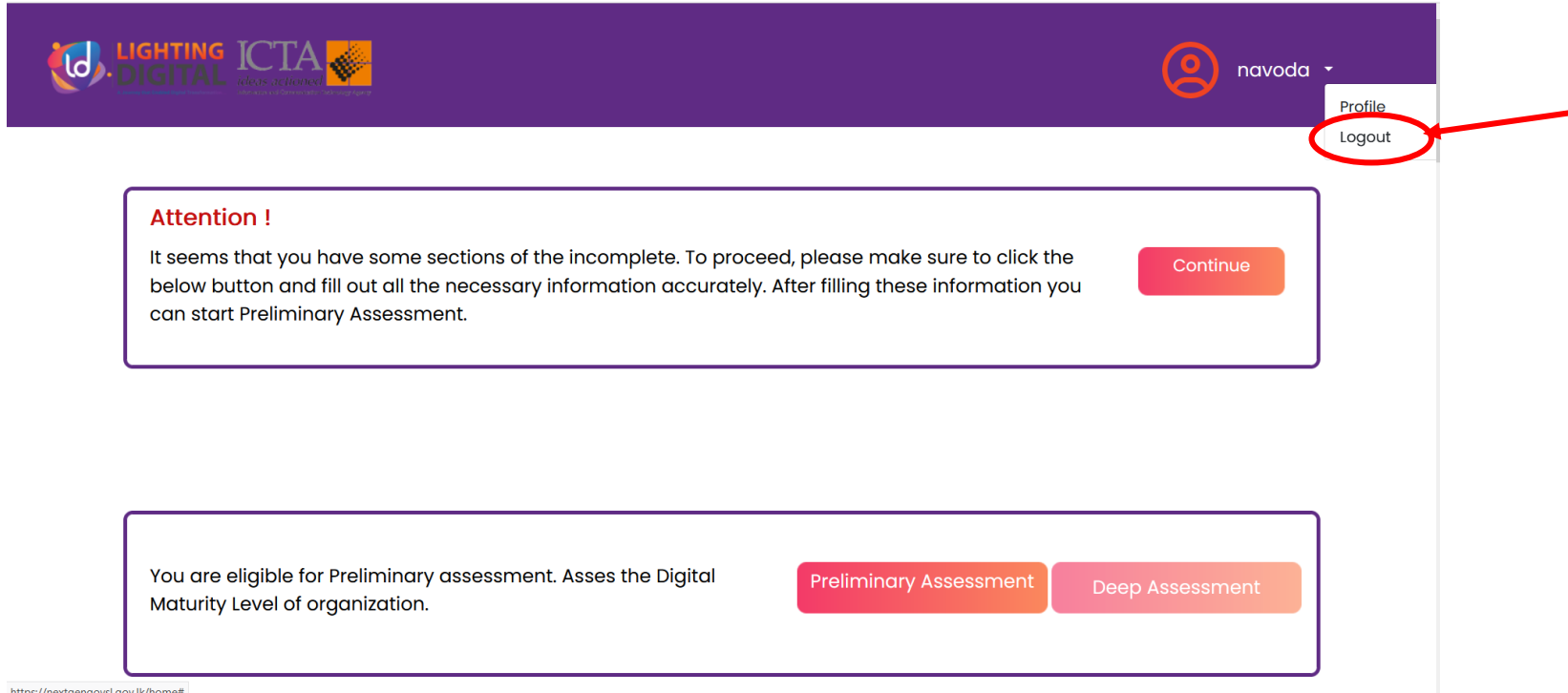
Digital Transformation Unit (DTU)/ IT unit Details

 DTU type of Organization

 Number of employees in the DTU

Logout

Click on the dropdown arrow in the header bar and click on 'Logout'.



The screenshot displays the header bar of the LIGHTING DIGITAL ICTA portal. On the left, the logo for LIGHTING DIGITAL ICTA is visible. On the right, a user profile icon labeled 'navoda' has a dropdown arrow. The dropdown menu is open, showing 'Profile' and 'Logout' options. A red circle highlights the 'Logout' option, with a red arrow pointing to it. Below the header, there is an 'Attention !' message stating that some sections are incomplete and a 'Continue' button. At the bottom, a message indicates eligibility for a Preliminary assessment, with buttons for 'Preliminary Assessment' and 'Deep Assessment'.

Attention !

It seems that you have some sections of the incomplete. To proceed, please make sure to click the below button and fill out all the necessary information accurately. After filling these information you can start Preliminary Assessment.

[Continue](#)

You are eligible for Preliminary assessment. Asses the Digital Maturity Level of organization.

[Preliminary Assessment](#) [Deep Assessment](#)

https://nextnennucl.nnu.lk/home#