**CURRICULUM VITAE**

**EMMANUEL NII OKAIDZA AFFUL**

PERSONAL DATA

Nationality: Ghanaian

Date of Birth: 13th June 1980

Profession: Systems Analyst

Email: [emma.afful@knust.edu.gh](mailto:emma.afful@knust.edu.gh)

Mobile: +233234215128, +233501355355

Postal Address University Information Technology Services, KNUST, Private Mail Bag, University Post Office, Kumasi

ACADEMIC QUALIFICATIONS

Apr, 2020 Master of Software Engineering

Jun, 2007 Master of Science, Road and Transportation Engineering

Jul, 2003 Bachelor of Science, Civil Engineering

EDUCATION

Jan 2017 - Dec 2019 Open University of Malaysia (Through Accra Institute of Technology)

Sep 2005 - Jun 2007 Kwame Nkrumah University of Science & Technology, Kumasi

Sep 1999 - Jul 2003 Kwame Nkrumah University of Science & Technology, Kumasi

**ADMINISTRATIVE/PROFESSIONAL EXPERIENCE**

Jan 2011 to Date Head, Software Development Services, University Information Technology Services, KNUST.

Jan 2011 to Date Member, KNUST ICT Management Committee.

Aug 2016 **-** Jul 2018 Member, Centre for E-Learning Technologies Management Committee, Institute of Distance Learning, KNUST.

**WORK EXPERIENCE**

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| Aug 2016 to Date | **Senior Systems Analyst:**  Responsible for the development and management of database management systems for KNUST. Software developed include Biometric Registration and Verification Systems, new Panacea Financial Management Information System for consolidation of Accounts, enhanced Synergy Human Resource Management Information System to integrate with PayMaster Payroll System. |
| Oct 2011 – Jul 2016 | **Systems Analyst:**  Responsible for the development and management of database management systems for KNUST. Software developed include Panacea Financial Management Information System, the ARMIS Academic Records Management Information System, the online admission system, the Synergy Human Resource Management Information System and other interrelated systems. |
| Sep 2004 – Sep 2011 | **Junior Systems Programmer:**  Responsible for the development and management of database management software for KNUST. Software developed include Lecture Time Table Software, Beacon Accounting Software and Studbase Student Information System. |

**CERTIFICATION**

Mar 2021 Complete Guide to ASP.NET Core MVC (.NET 5)

(Certificate Number: UC-5965ef1c-9a86-4651-9a24-a89c1a7e2858)

Feb 2021 2021 Flutter Development Bootcamp with Dart

(Certificate Number: UC-58fcd3b9-659e-4e0b-93ab-19f073f55287)

Dec 2020 6.86x: Machine Learning with Python-From Linear Models to Deep Learning

(Certificate ID: ba1be8d5b74c4aa5aab936a523581f1d)

Sep 2020 18.6501x: Fundamentals of Statistics

(Certificate ID: e4c5a845f9a240f9ab5003f85127bee1)

Aug 2020 14.310Fx: Data Analysis in Social Science - Assessing Your Knowledge

(Certificate ID: 7dac80918cb646609c487a58dd07bf6e)

June 2020 Data Science and Big Data Analytics: Making Data-Driven Decisions

(Certificate ID: d3a404c0-8038-471f-8d59-7b5fa9f8169b)

May 2020 MITx 6.431x Probability - The Science of Uncertainty and Data

(Certificate ID: ee90a766707a48a7abc12377ace0af11)

May 2015 Microsoft Technology Associate in Web Development Fundamentals

(Certification Number: F345-0486).

Feb 2015 Microsoft Technology Associate in Software Development Fundamentals

(Certification Number: F190-3809).

Jan 2015 Microsoft Technology Associate in Database Fundamentals

(Certification Number: F176-0863).

**OTHER CERTIFICATES**

Mar 2021 Certificate of Training, SimCap Louisiana: Educational Meeting #8

Simulation in the ‘70s and Beyond - An Insider’s Retrospective (Mark Yedlin)

Nov 2019 Certificate of Training, Information Security Best Practice

Oct 2019 Certificate of Continuing Professional Education, 7th IT Governance Summit

Feb 2019 Certificate of Participation, Human Resource Analytics for Strategic Business Decision Making.

Oct 2018 Certificate of Training, Google Docs: From Document Collaboration to Voice Dictation

Aug 2018 Certificate of Participation, 8th Summer School, KNUST

Mar 2018 Certificate of Participation, Cyber Security Hygiene Workshop

Aug 2017 Certificate of Participation, 7th Summer School for Senior Members, KNUST

Mar 2016 Certificate of Participation, AAU organized Social Media Training (IC3T Series).

Nov 2011 Certificate of Participation, GhNOG-5 UNIX Systems Administration Workshop.

Jun 2011 Certificate of Attendance, Practically Integrating IT Security and Risk Management.

Jul 2006 Certificate of Attendance, HDM-4 Training Course, KNUST.

Aug 2002 Certificate of Attendance, NOAH 1D Modelling System, University of Newcastle.

Jul 1999 Certificate of Achievement in Recognition of Outstanding Performance

in Basic Computing Training, Ghana Armed Forces Data Processing Centre.

Jul 1999 Certificate of Training in Basic Computing (Intro to Computers & Windows 95, MS-DOS, WordPerfect 6.1 for Windows, Ms Excel 7 for Windows

Ghana Armed Forces Data Processing Centre.

**CONFERENCES / SEMINARS / WORKSHOPS ATTENDED**

|  |  |
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| 23rd Jun 2021 | GARNET General Assembly meeting |
| 23rd – 26th Mar 2021 | 51st GHIE Annual General Meeting and Virtual Conference - Virtual Edition |
| 11th Mar 2021 | Mini Workshop on Cyber-Physical Systems and Cyber-Resilience - Zoom Edition |
| 11th Mar 2021 | Simulation in the ‘70s and Beyond - An Insider’s Retrospective (Mark Yedlin) (SimCap Louisiana: Educational Meeting #8). |
| 15th Nov 2020 – Feb 2021 | Flexible Learning: Responding and Reimaging Education in Ghana. |
| 16th Dec 2020 | IRF Webinar: Future Proofing our Roads for Automated Vehicles |
| 28th Oct 2020 | Employability in the Digital Age |
| 11th – 14th Aug 2020 | Ghana Infrastructure Conference (GIC-2020) Virtual Edition: Planning and Implementation of Sustainable Transportation Infrastructure |
| 23rd Jul 2020 | Fundamentals of Statistics: Webinar with Prof Philippe Rigollet |
| 24th Jun 2020 | Use of e-Learning and digital resources in the post COVID-19 era |
| 21st Jun 2020 | PTV Vistro: Signal Optimisation and integration with Visum and Vissim |
| 29th May 2020 | Webinar on Online Teaching and Learning during COVID-19 Pandemic Academic Disruption; Approaches and Assessment Methods. |
| 15th May 2020 | Understanding Communication Styles in Advancing Personal and Professional Relationships. |
| 9th Mar 2020 | Live webinar with Prof Tsitsiklis on Probability - The Science of Uncertainty and Data |
| 18th – 19th Feb 2019 | Human Resource Analytics for Strategic Business Decision Making. |
| 23rd – 25th Oct 2019 | 14th International Conference & Exhibition on ICT for Education, Training & Skills Development. |
| 5th – 9th Aug 2019 | GIFMIS Training Workshop. |
| 1st Aug 2019 | Sensitization Workshop on Ghana Integrated Financial Management Information System (GIFMIS) |
| Oct 2018 | Workshop on Google Docs: From Document Collaboration to Voice Dictation. |
| 20th – 24th Aug 2018 | 8th KNUST Summer School titled, Improving the Quality of Higher Education Through Effective Measurement. |
| 20th Apr 2018 | Seminar on Responsibilities of VAT withholding agent. |
| 21st – 25th Aug 2017 | 7th KNUST Summer School titled, Technology, Manpower Training and Development. |
| 29th – 30th Jun 2017 | Technical workshop on Benchmarking of Higher Education Management Information Systems (HEMIS) |
| 21st – 23rd Mar, 2016 | Seminar on Social Media Utilization by African Universities organized by the Association of African Universities. |
| 7th – 9th Nov 2014 | Finance Office Retreat to work on the new accounting manual for the University and to discuss the Panacea Financial Management Information System among other issues. |
| 9th Sep, 2014 | Workshop on Taking the First Steps to Data Governance organized by Embarcadero and Global Business Information Technology. |
| 8th Sep, 2014 | Workshop on Developing and Managing a Multi Device App Strategy organized by Embarcadero and Global Business Information Technology. |
| 13th – 15th Feb, 2014 | ICT Retreat (Theme: The UITS and the Universities Strategic Objectives). |
| 15th Sep, 2011 | IBM Discovery Day Seminar (Theme: Software Solutions for a Smarter Planet). |
| 27th – 28th Jun, 2011 | Workshop on Practically Integrating IT Security and Risk Management organised by the Conference Zone. |
| 19th Mar 2010 | Workshop on Microsoft Licensing by Microsoft and ProTech. |
| 6th-8th Aug 2009 | ICT Retreat (Theme: Improving the delivery of ICT services in KNUST). |
| 21st-22nd May 2008 | Ghana National Workshop on Science and Technology Parks. |
| 13th-15th Mar 2008 | ICT Retreat (Theme: Using ICT to enhance teaching, learning and research in KNUST). |
| 12th – 16th Nov 2007 | Training programme on the World Bank’s Highway Development and Management Software (HDM-4). |

**REPORTS, POSITION PAPERS, MEMORANDA, BOOKS, USER MANUALS AND OTHER PUBLICATIONS**

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| Mar 2021 | Progress Report on Promotion Management System for KNUST, submitted to the Director UITS. |
| Feb 2021 | Memo on Distribution of Vodafone SIM cards for the 2020/2021 Academic Year submitted to Director, UITS. |
| Oct 2020 | Position Paper on Staffing, Software Development Services, University Information Technology Services, submitted to the Director, UITS. |
| Sep 2020 | Report on the 54th Congregation of the Kwame Nkrumah University of Science and Technology, submitted to the Director, UITS. |
| Nov 2019 | Proposal for Enhanced Promotion Management System for Staff of KNUST submitted to the Head, Human Resource Department, KNUST. |
| Nov 2019 | Report on 7th IT Governance Summit Organized by ISACA Theme: Cyber & Technology Risks - Boardroom Concerns submitted to the Pro Vice-Chancellor, KNUST |
| Oct 2019 | Memo on Biometric Verification of Matriculants for the 2019/2020 Academic Year submitted to the Vice-Chancellor, KNUST. |
| Jun 2019 | Progress Report on Integration of HR and Payroll Systems of KNUST submitted to the Head, Human Resource Department, KNUST. |
| Mar 2019 | Off-campus Internet and Intranet Access for Students and Staff, submitted to the Vice-Chancellor, KNUST. |
| Feb 2019 | Report On PricewaterhouseCoopers Course on Human Resource Analytics for Strategic Decision Making submitted to the Head, Human Resource Department, KNUST. |
| Jan 2019 | Report on Visit to Ramapo College by Staff of UITS, submitted to the Vice-Chancellor, KNUST. |
| Sep 2018 | Report on Integrated Tertiary System (ITS), submitted to the Vice-Chancellor, KNUST. |
| Jun 2018 | User Guide (Online Payment Receipt Printing) |
| May 2018 | Proposal: Visit to Ramapo College by Staff of UITS, submitted to the Vice-Chancellor, KNUST. |
| Mar 2018 | Report on Work Done on Panacea Financial Management System for ASSESS, USAID |
| Nov 2017 | Report on Evaluation of Suprema BioStation T2 portable biometric device submitted to the Vice-Chancellor, KNUST |
| 30th Aug 2017 | Memo on Registration of Continuing Students for the 2017/2018 Academic Year submitted to the Vice-Chancellor, KNUST |
| July 2017 | Report on Technical Workshop on Benchmarking Higher Education Management Information Systems (HEMIS) submitted to the Head, Human Resource Department, KNUST. |
| 5th May 2017 | Memo on Budget for Biometric Verification of Students for the 2017/2018 Academic Year submitted to the Pro Vice-Chancellor, KNUST |
| Apr 2017 | Memo on Registration of Students for the 2017/2018 Academic Year submitted to the Vice-Chancellor, KNUST |
| Apr 2017 | Memo on Issues with Reporting on Staff Data Submitted to Head, Quality Assurance and Planning Unit, KNUST |
| Mar 2017 | Report on Panacea Upgrade and Training Programme for the Regional Maritime University submitted to the Director, UITS, KNUST. |
| Jul 2016 | User Manual (Panacea Financial Management Information System). |
| Jul 2016 | User Guide (Online Staff Application for Employment). |
| Jul 2016 | User Manual (ARMIS Academic Record Management Information System). |
| Jul 2016 | User Guide (AIM Mobile App) |
| Jul 2016 | User Guide (Online Admission of Students) |
| Jun 2016 | Report on Status of Software Development Services. |
| Jun 2016 | Position Paper on Staffing, Software Development Services. |
| May 2016 | Report on Seminar for the Use of Social Media in KNUST. |
| Mar 2016 | Report on Social Media Seminar Organised by the Association of African Universities. |
| Nov 2015 | User Guide (Online Registration of Courses Using the Students’ Portal). |
| Sep 2015 | User Guide (Online Assessment of Lecturers by Students). |
| Jul 2015 | Specification Document (KNUST Students’ Fees Payment Web Service Version 2.0). |
| May 2014 | User Guide (Online Marks Upload Portal). |
| May 2014 | User Guide (Assigning Lecturers to Courses). |
| Apr 2014 | Staff Biometric Registration and Verification Report. |
| Mar 2014 | User Guide (Online Staff Application for Employment). |
| Aug 2013 | Specification Document (KNUST Students’ Fees Payment Web Service Version 1.0). |
| May 2013 | Report on Justification for new employment for the Software Development Services |
| Jan 2013 | Memo to the Pro Vice Chancellor on the course registration of students using the newly deployed CLAP Academic Record Management Information System – CLAP ARMIS. |
| Oct 2012 | User Manual (CLAP Academic Record Management Information System – CLAP ARMIS). |
| Oct 2012 | User Manual (KNUST Human Resource Management Information System – KNUST HRMIS). |
| Nov 2012 | Memo on making KNUST a Microsoft Academy. |
| Sep 2011 | Proposal to Implement Entry of Marks by Individual Lecturers Directly into the Academic Records Management Information System. |
| May 2011 | Report On Status and Justification for the Engagement of New Staff Under the Software Development Services of the UITS. |
| Feb 2011 | Report On Status, Software Development Services, UITS. |
| Oct 2010 | Document Imaging Proposal for the Main Registry. |
| Dec 2009 | User Manual (Student Database Management System - Studbase 4.0). |
| Sep 2009 | Report on Activities, Application Development Team, UITS. |
| Jan 2009 | Report on Activities, Application Development Team. |
| Jul 2005 | Report on Software Developed at College of Engineering. |
| Apr 2005 | Business Plan (Setting up of ICT Center/Project Office for the College of Engineering). |
| Nov 2004 | Report on School of Engineering Student Record Information System (Scheng Report). |

**SERVICE**

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| Oct 2019 to Date | | Member: Ad Hoc Committee to Review and Regulate Teaching and Examinations Time Tables and Use of Classrooms across the University. |
| May 2017 to Date | | Lead Organizer: Biometric Registration and Verification of Students.   * 2017-2018 First Semester Biometric Registration and Verification of Students * 2017-2018 Second Semester Biometric Registration and Verification of Students * 2018-2019 First Semester Biometric Registration and Verification of Students * 2018-2019 Second Semester Biometric Registration and Verification of Students * 2019-2020 First Semester Biometric Registration and Verification of Students * 2020-2021 First Semester Biometric Registration and Verification of Students and Distribution of Vodafone Sim Cards to Students * 2020-2021 Second Semester Biometric Registration and Verification of Students |
| May 2017 to Date | | Member, IT Team in Charge of Staff and Student Elections   * Pro Vice-Chancellor Elections * SRC Elections * GRASAG Elections * College and Faculty Elections * Hall and Non-Residential Students’ Elections |
| Jun 2021 | | Member: Committee to examine and develop action plan for CAGD’s reporting requirements. |
| Jun 2021 | | Member: Committee to review promotion criteria for senior members - administrative and professional. |
| Apr 2021 | | Member: KNUST digital transformation project steering committee. |
| Apr 2021 | | Chairman, Post Implementation Review Committee for GK24/7 MIS software of the Nursing and Midwifery Council of Ghana |
| Nov 2016 – Apr 2021 | | Consultant on NICHE/GHA/261 project titled “Strengthening the examination capacity of the Nursing and Midwifery Council of Ghana”. KNUST, CINOP Global B.V and CINOP Advies were consortium partners on this project. |
| 8th Apr 2021 | | Resource person and interview panellist: Close Out Conference of the NICHE/GHA/261 project. |
| 24th Mar 2021 | | Interviewee: Video Interview for the NICHE/GHA/261 project documentary |
| 9th Mar 2021 | | Resource Person: Assessment of Takoradi Technical University’s Online Payment System and Recommendations for improvement. |
| 1st Mar 2021 | | Member: Team set up to prepare a publication on the success of the NICHE/GHA/261 project |
| 5th Mar 2021 | Trainer: Training of Registrars on the use of Synergy Human Resource Management Information System and Student Information System (SIS) | |
| 15th Apr 2021 | Member: UITS Strategic Plan Committee | |
| 25th - 26th Feb 2021 | Organizer: Training of Academic Staff on Moodle Course Backup and Restore. | |
| 11th – 12th Feb 2021 | Organizer: Training of Examination Officers on assignment of Lecturers to courses in the Student Information System (SIS). | |
| 10th Feb 2021 | Resource Person: CABE Training for Departmental E-Learning Focal Persons | |
| Dec 2020 – Apr 2021 | | Project Lead, Upgrade of Examination Mobile App and Admin Portal for the Nursing and Midwifery Council of Ghana under the NICHE/GHA/261 project. |
| Jan – Apr 2021 | | Project Lead: Development of Manual of Standard Operating Procedures for the Digital Examination System and the processes for the Nursing and Midwifery Council of Ghana under NICHE/GHA/261 project. |
| Dec 2020 | | Member: Evaluation Committee for the Ranking of Websites at KNUST. |
| Nov 2020 | | Technical Adviser and Convener of the Technical Committee for the Evaluation Committee for Websites Ranking, KNUST |
| Oct 2020 | | Member: E-Learning Committee |
| May – Sep 2020 | | Project Lead: Upgrade of the General Mobile App of the Nursing and Midwifery Council of Ghana to incorporate online payments and PIN Renewal. |
| Oct 2020 | | Resource Person: UITS Orientation of newly appointed Senior Administrative Assistants. |
| Sep 2020 | | Member: Ad-hoc Committee on Vice-Chancellors Vision of “Building a Robust & Resilient e-system to provide diverse online Platforms to enhance Teaching, Learning, Research and Administration”. |
| Aug 2020 | | Resource Person: UITS Orientation of newly appointed Senior Administrative Assistants. |
| Jul 2020 | | Member: Vice-Chancellor’s Investiture Planning Committee |
| Jun 2020 | | Chairman: Committee to review KNUSTs ICT Policy. |
| Sep 2020 | | Member: Congregation Planning Committee, KNUST.   * 54th Congregation (Virtual) Planning * 2021 Special Congregation (Virtual). * KNUST Virtual Graduation Ceremonies for Ministry of Health Training Institutions * 2021 Fresher’s Orientation (Virtual) * 2021 Fresher’s Matriculation (Virtual) |
| Aug 2020 | | Member, Committee to Evaluate Online Teaching and Learning Using the KNUST Virtual Classroom. |
| Aug 2020 | | Member: Team to advise on the third thematic objective of the vision of the Vice-Chancellor, i.e., how best to “Build a Robust & Resilient e-system to provide diverse online Platforms to enhance Teaching, Learning, Research and Administration”. |
| Mar – May 2020 | | Project Lead: Development of the General Mobile App for the Nursing and Midwifery Council of Ghana. |
| Mar – Apr 2020 | | IT Project Lead: Development of COVID-19 TECHBOT App. A COVID-19 risk assessment application by KNUST. |
| Dec 2019 | | Organizer and Trainer: Training of Staff of KCCR on Panacea Financial Management Information System. |
| Nov 2019 – Nov 2020 | | Project Lead: Modification and Deployment of Panacea Financial Management Information System for KCCR, KNUST. |
| Oct 2019 | | Organizer: Biometric Verification of Matriculants for the 2019/2020 Academic Year |
| Oct 2019 | | Member: E-Learning Policy Committee, Institute of Distance Learning, KNUST |
| Sep 2019 | | Organizer: Information Security Training for UITS Staff. |
| 26th Aug 2019 | | Organizer and Trainer: GIFMIS sensitization and setup for KNUST by UITS Staff. |
| Jul 2019 | | Member of team nominated by the Registrar of the Nursing and Midwifery Council of Ghana to attend the 14th International Conference & Exhibition on ICT for Education, Training & Skills Development and to issue a report on innovative Educational Technologies and eLearning solutions towards the achievement of the ICT strategic vision of N&MC. |
| Apr -Jul 2019 | | Member of the team that developed 2019-2024 ICT Strategic Plan of the Nursing and Midwifery Council of Ghana under NICHE/GHA/261 project. |
| Feb 2019 | | Member of team setup to facilitate the process of having a Memorandum of Understanding between IDL-KNUST and Ghana Revenue Authority on e-learning. |
| 24th Sep -5th Oct 2018 | | Member of team nominated by the Vice-Chancellor visit the Ramapo College of New Jersey to study their Information Technology systems and processes and to submit a report to the Vice-Chancellor on how to improve KNUSTs IT systems and management. |
| Jun 2018 | | Member: Team nominated to study the Integrated Tertiary System (ITS) at the University of Ghana and submit a report of finding to the Vice-Chancellor. |
| 30th Apr 2018 | | Organizer and Trainer: Training of staff of the Regional Maritime University on the Inventory Management Module of Panacea Financial Management Information System |
| Mar 2018 | | Member: Committee to Review Academic Records Management Information System (ARMIS). |
| Feb 2018 | | Member: UITS team setup to work with the University of Education, Winneba on acquiring KNUST’s Student Information System. |
| 13th – 14th Sep 2017 | | Resource Person: Two-day workshop for Deans and Heads of Departments. |
| Aug 2017 – Aug 2018 | | Project Lead: Development of Examination Mobile App and Admin Software for the Nursing and Midwifery Council of Ghana under the NICHE/GHA/261 project. |
| Dec 2017 | | Member: Committee to Review Sources of ICT Funding at KNUST |
| Nov 2017 | | Chairman: Committee to Develop Password Policy for KNUST |
| Nov 2017 | | Chairman: Committee on Use of Social Media Communication by KNUST |
| 22nd – 24th Mar 2017 | | Trainer and Resource Person: Upgrade of Panacea and Training of staff of the Regional Maritime University on Panacea Financial Management Information System. |
| Mar 2017 | | Member: University Information Management Committee, KNUST |
| Oct 2016 | | Member: Committee to Review and Regulate Teaching and Examinations Time Tables and Use of Classrooms across the University. |
| Oct 2016 | | Resource Person: Workshop on Estate Management Information System |
| Aug 2016 | | Member: Committee for Reviewing Resit/Supplementary Semester Registration Processes for the Institute of Distance Learning |
| 9th Sep 2016 | | Working visit to Regional Maritime University to Work on Restoring their Database Server which was Attacked by Malware. |
| 27th Jun – 19th Aug 2016 | | Organizer and Trainer: Bootcamp for the training of aspiring software developers on the fundamentals of database development, web development, software development and windows development organized by the Software Development Services. |
| 10th May, 2016 | | Organizer and Trainer: Seminar on Social Media Utilization by KNUST. |
| 8th Feb – 12th Feb 2016 | | Organizer and Trainer: Training of Regional Maritime University Staff on new Student Information Management System and refresher training on Panacea Financial Management Information System. |
| 30th Sep – 5th Oct 2015 | | Trainer: Refresher training of all finance office staff on the use of Panacea Financial Management Information System. |
| 1st Jun – 12th Aug 2015 | | Organizer and Trainer: Bootcamp for the training of aspiring software developers on the fundamentals of database development, web development, software development and windows development organized by the Software Development Services. |
| 1st – 5th Jun, 2015 | | Trainer: Training of Nursing and Midwifery Training College affiliated institutions on the use of KNUST Techmail, online registration and checking of results by their students, online upload of marks into ARMIS and result processing. |
| Feb 2015 | | Resource Person: Two-day workshop for Deans and Heads of Departments. |
| Dec 2014 | | Member: Committee to design an online platform for evaluation of courses by students |
| 9th – 11th Dec 2014 | | Trainer: Training of staff of USAID’s Analytical Support Services and Evaluations for Sustainable Systems (ASSESS) on the use of Panacea. |
| 24th – 26th Sep 2014 | | Resource Person and Trainer: Setup of system and training of systems administrator of USAID’s Analytical Support Services and Evaluations for Sustainable Systems (ASSESS) on the use of Panacea. |
| 9th – 17th Jun 2014 | | Trainer: Training of all finance office staff on the use of Panacea Financial Management Information System. |
| May 2014 | | Member: Committee to Develop a Comprehensive Central Timetable |
| 29th Apr – 4th May 2013 | | Organizer and Trainer: Setup and Training of staff of the Regional Maritime University on Panacea Financial Management Information System. |
| Jan 2013 | | Member: Committee to develop framework for University ICT services provision. |
| 11th Dec 2012 | | Organizer and Resource Person: Workshop on Fees Module of Academic Record Management Information System (ARMIS) for the University. |
| 19th Nov 2012 | | Organizer and Trainer: Workshop on the new Financial Management Information System (Panacea) for the University. |
| 5th, 14th Nov 2012 | | Organizer and Resource Person: Workshop on the new Academic Record Management Information System (ARMIS) for the University. |
| 25th Sep 2012 | | Organizer and Trainer: Workshop on the new Human Resource Management Information System (HRMIS) for the University. |
| Sep 2011 | | Resource Person: 2011/2012 Freshmen Orientation Programme for the College of Engineering. |
| 8th – 12th Aug 2011 | | Organizer and Trainer: Training of Staff of the Regional Maritime University on deployed Studbase Student Record Management System and Beacon Accounting. |
| Jun 2011 | | Trainer: Workshop organized for Examination Officers of Distance Learning on the use of KNUST’s Examination Software |
| Feb 2009 | | Resource Person and Trainer: Three-day workshop organized for all users of KNUST’s Academic Record Information Systems, Student Financial Systems and Online Systems. |
| 2009 | | Facilitator and Trainer: Team set up by the College of Engineering to capture all available past records of students of the College into Studbase Student Information System. |
| 2008 | | Organizer and Trainer: Training of Staff of the Ghana Telecom University College on deployed Studbase Student Record Management System. |
| 2008 | | Development of a free website for the Cancer Society of Ghana. |
| 2008 | | Organizer and Trainer: Training of Staff of the Ho Polytechnic on deployed Studbase Student Record Management System. |
| 2006 | | Organizer and Trainer: Training of Staff of the Kumasi Polytechnic on deployed Studbase Student Record Management System |

**REFERENCES**

1. Mr. Yaw Nimo-Baffour

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1. Rev. Prof. John Appiah-Poku

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Kumasi, Ghana

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