

**COMPUTERISATION AND DOCUMENTATION OF
PLANNING, RESEARCH AND STATISTICS
DEPARTMENT (A CASE STUDY OF FEED-BACK MOOD
REPORT ANALYSIS– NIGER STATE NATIONAL
ORIENTATION AGENCY)**

BY

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PGD/MCS/98/99/806**

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SCIENCE, FEDERAL UNIVERSITY OF TECHNOLOGY
MINNA
NIGER STATE**

SEPTEMBER 2001

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**A PROJECT SUBMITTED TO THE DEPARTMENT OF
MATHEMATICS/COMPUTER SCIENCE, FEDERAL
UNIVERSITY OF TECHNOLOGY, MINNA IN PARTIAL
FULFILMENT OF THE REQUIREMENTS FOR THE
AWARD OF POST GRADUATE DIPLOMA IN
COMPUTER SCIENCE.**

SEPTEMBER, 2001

APPROVAL PAGE

This is to certify that this project has been read and approved, meeting the requirement for the award of Post-Graduate Diploma in computer Science in the Department of Mathematics /Computer Science, Federal University of Technology Minna, Niger State.

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Date

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.....
Date

DEDICATION

This project is dedicated to my family, my daughter Maryam, My Supervisor, Prince Badmus and to late Alhaji Mohammodu Kakuri Audu Bida.

ACKNOWLEDGEMENT

I wish to thank Almighty Allah and His Mercies on my life to this day. My deep appreciation also goes to my Project Supervisor, Prince R.O. Badamosi, the Head of Department Maths and Computer Science, Dr. Reju, and all the lecturers of the Department.

My appreciation also goes to the State Coordinator, National Orientation Agency Niger State, Mr Sunday Shiawoya for his immense contribution and assistance. Efforts of all dept. Head of the Agency are also appreciated.

Lastly, thanks also go to my family for their understanding in putting up with me during the course. I thank you all and God bless.

ABSTRACT

The Planning Research and Statistics department, as the sole motivator of National Orientation Agency; collect, collate and analyse data on all activities and functions of the agency in Niger State.

Data handled daily, bi-weekly, monthly, quarterly and annually makes it mandatory to provide an accurate method of data collection and analysis; to enable it perform efficiently.

Programs are written in Dbase V for windows that would operate the new system, while conclusions and recommendation made.

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CHAPTER ONE

INTRODUCTION

1.0 BACKGROUND OF THE STUDY

Data and information documentation can be a source of data batch for use by any organisation or establishment, regardless of its' type and size.

However, the ability to analysis such data and information is usually made to determine either the success, failure or for other purpose and set target by users or the organisation. The purpose of information, which is usually concerned with data processing about the operation of an establishment, is used to provide accurate and reliable information for the use of management and those that might need the usage of such information.

Meanwhile, history have shown that data and information management and analysis, or methods of processing information had started right from the time man came into existence.

In other to generate information, data have to be processed into a form meaningful to the user. When it had become meaningful, then it can also become useful.

Therefore, computers as electronic devices are capable of processing data and information in a variety of ways, with an extremely high degree of speed and accuracy. Computer can also receive data, store it; process the data in order to produce output in a required format, based on the specification of the user. It also has the capacity for automatic processing of data, which subsequently eliminates manual interference between data input and information output. Equally, history have shown that computers, appeared in the 1940's, while early inventions made were bulky, cumbersome to use and perform computation rather slowly in comparison to modern day digital computers.

It advanced from mechanical relays to vacuum tubes, to transistors and to silicon chips. Today, they are more complex, compact, faster and less expensive than their predecessors. Hence, some microcomputers of these days can even handle computations of early mainframes.

Computer technology is one of the fastest growing fields in modern technology. Its advancement is growing tremendously. It's scope and areas of application have grown rapidly. They are now widely used in many fields of human endeavour. Areas like medicine, education, engineering, agriculture, statistical calculations, economic planning, census and social research analysis.

It's usage however, depends largely on some vital criteria like volume of data to be processed, speed, ability to access and process such data, and tasks such as repetitive routines and computations to be programmed.

Equally, areas like the billing systems for electricity, water supply and telephone services; space navigation, aviation, security gadgets at home and border entry and exist points and so on, all routinely use the services of computers for effective information management and analysis.

Meanwhile, all their services are directed by an operating system, which enables it, perform these numerous tasks and make specific decisions. It also has the capacity to modify itself, which allows it to perform complex logical tasks on data and information.

Therefore, because of the speed and rate at which computers are developed and their increase in number, there cost of production have greatly reduce over the years.

Data can be in the form of numbers, types of symbols, letters of alphabets, while information on the other hand, is often in the form of tables or reports. And because of these, the operation the computer performs is often referred to as data processing.

However, data documentation and analysis done manually will definitely involve the use of large volume of papers, cabinets, files and space. Some offices are usually filled to the brim with files; files upon files of them and papers. Some can be seen torn for being kept over a long period of time, while some are attacked and consumed by pests.

Data collection, especially the type that relates to showing the successes or failures, adaptation and usage, compliance, participation and perception of government policies and programmes, through data collection and collation from the general public, needs a faster accurate and reliable method of analysis. Such analysis that is done in order to check or improve on government activities and its obligations to the society must be done with materials that can be reliable and effective.

Feedback mood reports analysis falls into this category because, it is one of the avenues through which results or reactions from the people, are collated and subsequently sent to government, for appropriate action and redress.

Hence, with the computerisation of the Feedback mood reports analysis, mishandling vital data would cease to exist. It is the ability towards achieving one of the vital objectives of the Agency that prompted the project into finding solutions to the multi-faceted problems being faced by the agency. .

This is in view of the fact that it needs a faster, cheaper, efficient and reliable method of documentation and analysis, hence the need for computers.

1.1 OBJECTIVES/PURPOSE OF THE STUDY

- To reduce the problem of data storage redundancy.
- To develop the program that will ease data storage and retrieval
- To provide accurate method of updating records

- To make work more efficient and reliable
- To find an alternative, cost effective and
- Efficient method of Feedback mood reports analysis.

1.2 SIGNIFICANCE OF THE STUDY

It will be of great significance because it will enable people or persons who wish to carry out further research on the same related subject do so. Thus, using it to serve as reference material.

It will also help the organisation in checking and curtailing data mismanagement and it will enhance mood reports analysis, especially if recommendations are adhered to strictly. It will also help in reducing problems faced by the department and management; like frequent purchases of files, papers and other materials that are used in such documentation and feedback reports analysis.

1.3 SCOPE AND LIMITATION OF THE STUDY

The scope of the project is on the feedback mood reports analysis of the organisation.

The study is limited to the Planning, Research and Statistics department. It cannot therefore, treat the data and information of the Administrative, Programs – orientation and accounts departments of the Agency.

1.4 DEFINITION OF TERMS

WAI-C Brigade – these are groups of young able bodied individuals, both male and female, who voluntarily joined the brigade in order to perform social and civic services and duties to the various communities they come from or are located in. It is a non- salary outfit. The twenty-five (25) Local Government areas of the State has members whose number

ranges from 20 – 40 for each. While the state Headquarters have about 50 members.

Social Justice: - Under this are cases reported by individuals or groups on miscarriage of justice in any form, private or public; and are handled by a lawyer so as to seek redress for them, free of charge.

Research: - This refers to an investigation undertaken in order to discover new facts, get new additional information. It uses controlled experiment, participant observation, questionnaire or interviews through its methodology using the scientific method.

Statistics: - This is collection of information shown in numbers, that is, the summary of variables shown in numbers and figures.

Planning: - this can be seen as a manifestation of the tendency, consciously made to organise human activity and direct resources towards goals and objectives.

Documentation: - The gathering of data and information, words and figures of various types in a collective format that can be used as a source of data and information for consultation.

Feed-Back: - This is usually recognised as a means of collecting vital information in relation to action or actions taken, that will be used later to improve, determine, stop further action, increase or modernise such actions, as the case may be.

Orientation: - The ability to re-orientate, re-educate and enlighten the public; enhance natural identity, civic rights, responsibilities and duties of people to the nation. A general value and attitudinal change.

Agency: - This connotes help, an agent of change from one state to the other. In this case, National orientation Agency is an agency for a complete overhaul of the social, economic and political attitude of people for the better.

CHAPTER TWO

LITERATURE REVIEW

2.0 BRIEF HISTORY OF NATIONAL ORIENTATION **AGENCY, NIGER STATE**

The National orientation agency was established by Decree 100 of August 1993. To establish the agency; the Decree merged three significant organisations of government, namely, the Public Enlightenment (PE), and the War Against Indiscipline (WAI), National Orientation Movement (NOM) divisions of the Federal Ministry of Information and Culture with the Directorate for Social Mobilisation, Self-reliance and Economic Recovery (MAMSER).

MAMSER was earlier on established by decree No 31 of 1987 and launched nationwide on 25th July, 1987. The rational for the merger was to harmonise and consolidate efforts and resources of government in the field of Public enlightenment, Social mobilisation and value re-orientation.

In Niger State, it has adequate representation of staff in all local government areas of the state. And they are all led by a Principal Orientation officer, with supporting staff.

2.1 ACTIVITIES AND PROGRAMS OF THE ORGANISATION

- a- To inform, educate, enlighten and sensitise the people on government policies and activities and all other public agencies.
- b- To maintain a comprehensive feedback mechanism between the government and the public, by reporting public opinions and reactions, thereby encouraging public input in decision making.
- c- To foster positive value- orientation among the Nigerian citizens.

- d- To established appropriate national framework for educating and orientating the Nigerian citizenry, to achieve overall development and enhance socially desirable attitudes and culture. All of these are for the purpose of promoting national unity and projecting national interest and pride of the Nigerian nation, both internally and externally. In addition, to stimulate among Nigerians, participation in policy debates and implementation, and to propagate the need to eschew all vices in public life, vices such as indiscipline, corruption, dishonesty, ethnic and religions intolerance.

The structure of the organisation, which is to guide its operation, has a governing board that includes religion leaders, and virtually almost all representative of government establishment, whose tenure of office is for three years; and are all appointed by the President of the Federation.

It also has a Director General, the accounting officer, whose tenure is for five years and is equally appointed by the President of the federation.

Within the present political dispensation, the President have also appointed a Senior Special Assistant on National Orientation, an adviser to work with the Director General in goal formulation and execution. The Agency is under the Federal Ministry of Information and National Orientation.

Below is the organisation of the State Agency:-

There are some key department within the state agency and they includes:-

1. Programmes, under which there are:-
 - (a) Mass mobilisation
 - (b) Orientation and
 - (c) Public enlightenment departments.
2. The Administration department

3. Planning Research and statistic department.

2.2 FUNCTION AND OBJECTIVES OF PLANNING RESEACH AND STATISTICS DEPARTMMMENT

The following are the departments functions:-

1. To collect and collate all agency activities through bi-weekly and bi-monthly reports.
2. Production of monthly and quarterly reports to the National Headquarters.
3. Monitoring and evaluation of all agency activities in line with its mandate.
4. Serves as data bank for data and information on activities of the organisation.

2.3 MANUAL SYSTEM OF DATA DOCUMENTATION AND ANALYSIS

Record keeping is like keeping history of activities of any group or people without whom success, failure, defects and objectives of the group or organisation may not be vividly ascertained. Therefore, it helps to make a summation of pace and space, aims and objective, success or failures, type and pursuit of organisation known to both members and non members alike.

However, documentation manually done is characterised with so many problem some of which are:-

1. Retrieval of information:- In a place where many files and papers are handled, it will take a while to sort file sand papers out or to retrieve any one file or paper. Therefore, a lot of time is lost or wasted just to obtain certain information.

2. It is cumbersome:- Because of the work load which involves many files, it can create discomfort and can kill job morals, which subsequently can lead to low productivity.
- 3 Accuracy of Information:- Misplaced files will evidently means lack of accurate information. This can be so because, staff are made to create or tell lies to fill in the “gaps” of misplaced or lost information, so as not to be found wanting.
4. Information security:- Usually when security is poor, documents could be removed without any ones knowledge, making security of data and information questionable.
5. Reliability of Data:- Due to the large volume of papers that have been gathered over the years and their frequent handling, information may be lost. The reliability of such information becomes doubtful and questionable.
6. Cost:- Due to large volume of data, funds will be needed within short period in order to replace files and materials.

2.4. FEED- BACK MOOD REPORT

In recognition of the strategic and statutory role of the planning research and statistic department, in providing feedback loop between the government and its citizens, the agency collects, analysis, synthesizes and make available at all levels bi- monthly, monthly, quarterly, annual and special report on public disposition to government policies, programs and projects. It is pertinent to state that, the agency is solidly on the ground given the fact that principal orientation official (POO's) are all located in all local governments of the state, with the propose of feeding the system with the required primary data. The feedback mood report should reflect the following information on a regular basis:-

- i. What are the people's reactions (positive, or negative or otherwise) to the performance of federal government, your state, local government in particular?
- ii. What are the people's reactions (positive, negatively or otherwise) to the performance of the National Assembly, your state assembly, or local government council?
- iii. What are the people's reaction on federal government policies and programs, e.g. :-
 - a. Job creation efforts
 - b. Poverty eradication program (PEP)
 - c. Infrastructural provision, road, electricity, pipe born water, wells and bore holes,
 - d. Others.
- iv. Are there any other expectations of your people from the federal government, state and local government? How far have these expectations been met?
- v. What are the reactions of people in your state to current topical issue in the country?
- vi) Are there any areas of tension in your state and local government? If yes, what are the reasons for tension e.g.
 - (a) Strike caution
 - (b) National disaster
 - (c) Student or people demonstration
 - (d) Community or ethnic tension
 - (e) Religion tension
 - (f) Chieftaincy tussles and
 - (g) Any other

- vii) Special problems in your state and major development in this regard.
- viii) Federal presence: - Is lack of federal presence or federal government establishments in your state causing problem or a source of agitation among the people.
- ix) Is media analysis (on radio, T.V. and newspapers) causing reactions from the public?

This is in addition to monitoring and evaluation of all departmental activities which includes:-

- a- Making sure that all departmental activities follow policy guideline.
- b- Provision of check and balance in deterring the source or failure of all local government activities.
- c- Serves as an advisory body in relation to planing of programs.

Planning is traditionally defined as a method of rational decision making that counterpoise means and ends in an attempt to access how these can be best brought together at the least cost and with maximum effectiveness. In its generic sense, planing is a method of decision making that proposes or identifies goals or ends, determines the means or program which achieve or are thought to achieve these ends, and does so by the application of analytical technique to discover the fit between ands and means and the consequences of implementing attractive ends and means. The organisations ability to use data which are facts that relates to certain event, task or person, to produce information which result from processed data is related to its statutory role in produce information for management use.

However, without the ability to properly document data is what Fouri W.M. have once asserted in support of better methods of data documentation in the United States, saying ---“volumes of paper are

gathered over the years in offices running into billions of papers annually”.

Inadequate storage and methods of processing data are prone to problems like:-

- (a) Fraud
- (b) Fire
- (c) Unnecessary delays
- (d) Bribery and corruption in getting information etc
- (e) How to find these document when needed etc

Because of the above factors arson can also be easily committed in countless fire the nation had seen over the years.

However, it have been asserted that computers will help in :-

- (I) Decrease elapse time
- (II) Capture system date
- (III) Ensure consistent procedure
- (IV) Automatic tedious task

The planning research and statistics usage of such procedures in its feedback report analysis will certainly determines to a large extent, its relevance in pursuit of it statutory role. This feed back mechanism does not only aid the government in knowing peoples opinion about it polices and programs, but also assists them to fine tune such policy output to accommodate the articulated and aggregated interest of the people at the various levels of governance.

REPORTS

All data or report for the planning Research and statistics department are collated following a format.

Bi-weekly:-

All are report written by all offices in charge of Local Government Orientation offices, throughout the sate. In addition to it statutory role, it must report any issue that boarders on the interest of his locality.

Weekly report:-

There are usually written for illustrating reports that are of immediate importance to the community.

Monthly report:-

It is always the summation of activities already reported, including comments and observations

Quarterly report:-

They contain reports and summation of all activities of the state Headquarters, including that of the local governments.

Annual report:-

This is usually the summation of all state activities for the whole year, including analysis, commentaries, observations and recommendations.

Meanwhile, computerisation is not done blindly, because each system or establishment has its reasons why computers are needed. The most common visible reasons are as follows:-

- i. Existing system are unable to accommodate the rate of organisational growth;
- ii. Delays in output of information.
- iii. Delays in retrieving and collating information;
- iv. Inefficient and time wasting procedures often involving duplication;
- v. High error rate.

Mulluis E. further observed that, the above could cause lowering of staff organisational growth, culminating into in adequate production rate. It could also lead to poor administrative and goal management in relation to policy making and implementation.

In a similar development, Fuori W. M. asserted that regardless of whether the system used to process the data in manually or electronic in nature, some fundamental operations must be performed. They are:-

- i. Recording
- ii. Summarizing
- iii. Classifying
- iv. Sorting
- v. Calculating
- vi. Reporting.

- (i) Recording:- Is the transcribing of data into permanent form
- (ii.) Summarizing:- Involves the considering of data emphasizing main points and tendencies.
- (iii.) Classifying:- This involves classifying or grouping of like terms transaction.
- (iv.) Sorting:- This has to do with arrangement of data into sequence according to some common characteristics.
- (v.) Calculating or computing:- This is the adding, subtracting, multiplying or division of raw data to produce useable results.
- (vi.) Reporting:- Once the data have been summarised they must be reported to management or concerned users. Furthermore, that there are certain types of problems a computer is best equipped for, economically and efficiently. Such problem which a computer is ideally suited for generally have the following characteristics:-
 - i. Justifiable
 - ii. Definable

- iii. Repetitive
- iv. Voluminous data and calculations
 - i. Justifiable:- It must satisfy the reason for which it is made to achieve;
 - ii. Definable:- The problem must be in a form that can be clearly and explicitly stated;
 - iii. Repetitive:- The application or task is one which will be performed over and over again;
 - iv. Voluminous Data and calculations:- This is has to do with a task or tasks that requires large quantities of data to be stored or processed by the computer.

2.5 COMPUTERISED FEED-BACK REPORTS

Activities of the output as enumerated, is centred on daily collection and collation of data for on ward analysis for the consumption of the state, national headquarters including Federal Government organs. In order to store the large influx of data and information, the agency can employ the services of a computer with large memory capacity. Equally, information about such records can be kept in diskettes compared to the manual system, which involves the usage of large volume of papers, files and materials.

Data analysis and information management after due collection and collation of inputs from people will be used to produce plans for future policy thrust and direction. The use of a faster and reliable method of data analysing than the current system.

A computer will be more economical since it will do away with constant purchase of file, papers and materials.

Since, the organisation have to plan activities and that it is through the planning Research and statistics department that information's are gotten, it will help the agency determine what to budget periodically in pursuance of policy goal and objectives.

The ability to constantly advice and re-direct all local Government and departmental activities on either weekly or monthly basis will therefore need a constant data input analysis system, that the computer provides.

CHAPTER THREE

SYSTEM ANALYSIS AND DESIGN

3.0 AN OVERVIEW OF THE SYSTEM

In any system design, the emphasis is usually on its ability to develop a new system that helps to achieve the desired goals and objectives of the new system and to equally overcome some of the shortcomings and limitations of an existing system, if any.

Meanwhile, system development consists of interrelated parts in order to make the new system function properly. Therefore, developing a detail plan for a computer based system demands going through the following stages:-

- i) Problem definition
- ii) Feasibility study
- iii) Analysis
- iv) System Design
- v) Acquisition/Programming
- vi) Implementation
- vii) Maintenance

1) PROBLEM DEFINITION

This is the process of determining the nature and scope of the problem. The stage pinpoints the lapses in the existing system. Therefore, the nature and scope of the existing manual system of documentation of feed back reports in the department of the agency are hereby listed below:-

- i) Since the kind of work they do there, involves the use of manual record keeping, a lot of paper work is done daily.

Therefore, it is easy for important document or information to be destroyed due to frequent handling of files and papers.

- ii) **Retrieval of information:-** Time is wasted because the speed of retrieval is slow, because people have to search for particular file, (among others) from which the information to be obtained is stored.
- iii) **Security:-** Documents can be removed without anyone knowing, especially when such files are usually kept in a public place. Files on reports from the local government areas have no cabinet and therefore, found in the library and documentation centre.
- iv) **Delay:** Due to lack of funds, data processing could not be completely halted because files and papers could not be purchased, which consequently causes delays.
- v) **Storage:** Files for the department have no adequate storage facilities, cabinets or shelves. All files are kept in the mini library and documentation centre where people go to consult materials for research purposes.

2. FEASIBILITY STUDY OF THE EXISTING SYSTEM OF OPERATION

The main aim is to determine whether a solution to the problem is feasible. Therefore, for the Planning Research and Statistics department ability to document data on feed back reports, the work is with the view to determine whether the problems seen with existing system could warrant the coming into existence of an entirely new system to be developed. In this regard, the head of the department gave a lot of helping hand through provision of necessary material and information.

After due observation, it was found out that the existing method of documenting and analysing the feed back report has sixty (60) files. This is only for the feed back mood reports files, through which information had to be sort daily. They are as follows:-

- i. Local Government progress report file**
- ii. Local Government monthly report file**
- iii. Departmental Progress report file**
- iv. Bi-weekly mood reports file**
- v. Progress report file**
- vi. Special report file**
- vii. Correspondence with National Headquarters file**
- viii. Research file**
- ix. Library and documentation file.**

i. LOCAL GOVERNMENT PROGRESS REPORT FILE:

This file contains progress reports showing either action or inaction of the area offices in relation to programs implementation and execution. Government polices and programs are monitored in order to establish linkages between it and the community. Fifty to eighty (50-80) reports are expected bi-weekly depending upon the program at hand.

ii. LOCAL GOVERNMENT MONTHLY REPORT FILE:-

Monthly report are written by all Local Government area in addition to report not contained in the progress report. Twenty five report are expected (25)

iii. DEPARTMENTAL PROGRESS REPORT FILE:-

All departments submit a monthly progress report file, showing successes, failure and reasons why there are such. All these being

in pursuit of Agency goals and objectives. Four report (4) are expected.

iv. BI-WEEKLY MOOD REPORT: _

This are usually written following specific guideline in relation to Input from other reports, through which analysis can be adequately made. 50 are expected.

v. PROGRESS REPORT FILE:-

This contains reports written from all programs department showing observation contained from action or inaction of Local Government areas in pursuance of Agency goal and objectives.

vi. SPECIAL REPORT FILE:-

Special reports contains reports out of the ordinary activities of the Agency that needs urgent and special attention.

vii. CORRESPONDENCE WITH NATIONAL HEADQUARTERS:-

This contains all analysed reports submitted after collection and collation of relevant report to Abuja. The file is used for all correspondences, irrespective of type, nature and scope.

viii. RESEARCH FILE:

Research proposals, analysis and findings are supposed to be contained in it. At the moment, it have no such records because of recent, no research have been conducted. However, data analysis reports can be found in it.

ix. LIBRARY AND DOCUMENTATION FILE:-

This contains correspondences in relation to purchase and inputs of books journals, magazines, newspapers and materials. Also all Local Government Progress report files are Located written. This happens to be a public place, hence no security of data.

HOW RECORDS ARE KEPT

All records are found in files and the files are labelled accordingly for entries. However there are no cabinets or specific shelves for such files. All Local Government report file are kept in the library and documentation centre. Unauthorised persons can easily have access to such files.

RETRIEVING RECORDS

Records are retrieved directly by checking the labels of the files in order to locate particular record needed. This normally takes some time in many cases, the files and papers may be misplaced or lost as the cases may be. While in many cases, information are lumped together making retrieval difficult.

EDITING RECORDS

This is usually done by scanning for the label of the files, documents, and when found; necessary amendments are made on the records.

3. ANALYSIS

System analysis involves the detailed study of the current system, including its procedures, methods and information flow. It also involves the control of such data and information. All facts gathered are examined so as to make proper assessment of the existing system in order to make plain its strength and weakness, with the view of drawing up the system specification, from which the program will be eventually written.

4. SYSTEM DESIGN

The system design is based upon findings that are obtained from the feasibility studies and analysis conducted. For the system designed for the new system, several criteria were considered, of which a major consideration was given to the requirement of the users.

Also, detailed specifications were given to the input, output, files, flexibility of the new system, ease of maintenance, whole efficiency of the new system was not left out.

3.1 INPUT SPECIFICATION

A data base file will be used. The data base file which will record all particulars of feedback reports on all activities as was mandated. This will include, Local Government name, number of staff, headquarters of Local Government, distance from the state Headquarters, month and date of report arrival, data written, peoples reaction on, peoples reaction (negative or positive). People expectations, areas of tension, special problems, federal presence (Yes/No), media analysis (T/F), principal orientation officers' names, type of report, Departmental name report arrival range, Head of Department name. The fields of the database will be nineteen (19).

DATABASE STRUCTURE FOR INPUT SPECIFICATION

FIELD	FIELD NAME	DESCRIPTION	FIELD TYPE	FIELD DEC.	WDITH
	LGAREA		CHARACTER	25	
	LGSTAFF		CHARACTER	25	
	DSTAFF		CHARACTER	25	
	ATTESION		CHARACTER	50	
	LG HQ		CHARACTER	20	
	ARRDATE		DATE	8	
	REPRENGE		NUM	8	
	SPROBLEM		CHARACTER	50	
	FEDPRES		LOGICA	6	

0	PEXPECT	CHARACTER	50
1	MEDIA	LOGICAL	5
2	RTYPE	CHARACTER	15
3	HODNAME	CHARACTER	22
4	PREACTON	CHARACTER	50
5	PREACT	CHARACTER	6
6	POONAME	CHARACTER	25
7	DEPNAME	CHARACTER	35
8	REPRANGE	NUM	10

3.2 OUTPUT SPECIFICATION

Output is normally the outcome of every investigation. It is therefore necessary to see what is required of the new system before deciding to produce it. It will consider the month, type of report, from what Local government area, frequency of reports and documents. Below is the data structure of the output specification.

DATABASE STRUCTURE FOR OUTPUT SPECIFICATION

FIELD NO	FIELD NAME	DESCRIPTION	FIELD TYPE	FIELD WIDTH	DEC.
1	LGAREA		CHARCTER	12	
2	ATENSION		CHARCTER	50	
3	ARRDATE		DATE	8	
4	SPROBLEM		CHARCTER	50	
5	FPRESENC		LOGICAL	4	
6	PEXPECT		CHARCTER	50	
7	MEDIA		LOGICAL	4	
8	RTYPE		CHARCTER	15	

9	PREACTON	CHARCTER	50
10	PREACT	LOGICAL	8
11	DEPTNAM	CHARCTER	35
12	RERANGE	NUM	10
13	POONAME	CHARCTER	18

3.3 FILES

Files are very much linked to input and output system. A file is therefore, a collection of meaningful information to which the user can attach a name. It is also a collection of related data records that is usually grouped together for easy access, control, modification and retrieval. This, to consider when designing files:-

- i. File Security
- ii. Method of file organisation and access
- iii. Record layout and
- iv. Storage media.

5. ACQUISITION/PROGRAMMING:-

This involves the acquisition and selection of the hardware and software for the new system.

6. IMPLEMENTATION:-

This involves activities such as operating procedures, security procedures, back up and recovery procedures.

7. MAINTAINANCE:-

This involves all kinds of changes and enhancement that will be needed when the system is up and working.

3.4 NEW SYSTEM CAPABILITIES

Capabilities of the new system will include the following:-

1. ACCURACY

This is what the computer does, that is, it does what exactly the program tells it to do. All this is possible when the computer is properly programmed.

2. SPEED:-

This involves one of the most important attributes of a computer system. It can perform calculations and data processing quicker than the manual system. Work that is to take hours or even a year to a computer, it can be solved within seconds or minutes.

3. RELIABILITY:-

Computers are reliable since they don't ask questions or refuse directives. It can work for twenty-four hours and wont complain.

4. RETENTION:-

The ability to store data and information in enormous and massive.

5. ECONOMY:-

The speed, reliability and accuracy can all translate into Naira and Kobo because the cost of processing data by computer is considerably lower than by any other alternative means, especially the manual method of data processing.

6. WIDE APPLICABILITY:-

Countless variety of problems can be solved using a computer. Its boundaries are limitless.

3.5 COST BENEFIT ANALYSIS FOR THE PROPOSED SYSTEM

Costing the computerisation of the feed back reports analysis of the planning Research and statistics department of the National Orientation Agency, Niger State, can be divided into four areas:-

1. Installation or capital cost
 2. Maintenance cost
 3. Running Cost
 4. Personnel Training Cost.
- i. **INSTALLATION OR CAPITAL COST:-** It includes the cost of purchasing PC including all necessary hardware like printers keyboards, etc, the system analysis and design, software development and cost installation of the system.
 - ii. **MAINTENANCE COST:-** This will be on repairs and servicing. Also the maintenances of the software in necessary in order to meet the ever increasing challenges and needs of users.
 - iii. **RUNNING COST:-** This is usually on the purchase of back up system, like diskettes, stationeries, ribbons etc all of which are necessary for efficient performance. This also includes electricity bills etc.
 - iv. **PERSONNEL COST:-** This is basically the cost of training personnel to handle the computer and their monthly remuneration or salaries.

Total estimated cost of computerisation of the planning Research and statistics Department is as follows:-

- A PC complete with a printer, UPS or stabilizer will be	- 115,000.00
- System Analysis/Software Development	- 50,000.00
- Maintenance cost per annum (approx.)	- 30,000.00
- Cost of training two personnel for two months	- 25,000.00
TOTAL	220,000.00

Costs are reduced because maintenance cost will reduce over the years while salaries of personnel will be paid by the organization

3.6 SYSTEM MAINTENANCE.

Maintenance is usually required in order to deal with problems or fault that may occur in the course of usage. Therefore, the need to maintain the system periodically rests on the following reasons:-

- i. To deal with unforeseen problems that might have arisen, e.g. problems of modification.
- ii. Ensure that the system is able to cope with all requirement of the organisation.
- iii. Ability to conform and confirm with the system's planned objectives, and to take action if they are not.

CHAPTER FOUR

SOFTWARE DEVELOPMENT AND IMPLEMENTATION

4.1 INTRODUCTION

This chapter will concentrate on software development implementation. Here, emphasis will be on the choice of software packages, the features of the packages and the programming languages. Other aspects that will be touched in this chapter include the operation manual, functions of each modular program that made up the developed software and the change over procedure.

4.2 CHOICE OF SOFTWARE PACKAGE AND PROGRAMMING LANGUAGE

In selecting a software package, certain criteria needed to be considered. The criteria used for the choice of software packages and programming language for this project work are:

1. The effectiveness and efficiency of the packages with regard to the functions of the developed programmes.
2. The facilities for different types of file processing.
3. The security of the records in the files.
4. The facilities for maintaining of the files, e.g adding new records, easy retrieval of records, modifying of records, etc.
5. The flexibility of the packages; and
6. User's friendliness of the packages.

Based on the above outlined criteria and the types of files that will be required for processing, two applications software packages will be adopted for this project. These are Microsoft Word 2000 and Dbase V for windows. The operating system will be windows 2000

4.3. FEATURES OF DBASE V FOR WINDOWS

Dbase V for windows is similar to D base III plus in DOS. In addition to other facilities, it has all the facilities that are available in Dbase III. plus in DOS. Dbase V is an organised, integrated relational Dbase management software package. This is complex and flexible software, which constructs, expands, and maintains the database. It also provides a full relational database environment to users. In addition to file maintenance program, which allows the DBMS to maintain the data in the pool by adding new records detecting 'need' records and amending records, it provides an interface with user's programs.

This means that with Dbase V for windows, users can develop and run his own application programs. In this case, the programming language will be Dbase programming language.

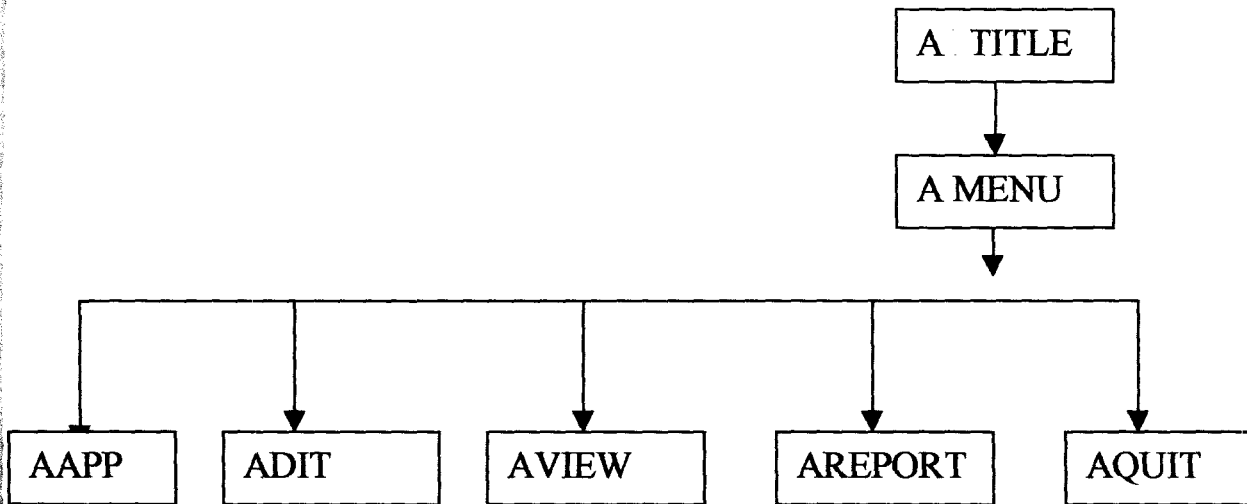
Another advantage of this software package is that a large number of built functions are provided including mathematical functions and string manipulation functions. The programming language includes command to perform conditional branching, looping, calculations, sort record, format input screen, output records and soon. Dbase V for windows also has the function of providing security for the data. The main aspects of this are:-

- a. Protecting data against corruption.
- b. Protecting data against unauthorised accesses and
- c. Protecting recovery and restart facilities after a hardware or software failure.

4.4. SOFTWARE DEVELOPMENT

Here, emphasis will be on simple flow chart of the modular programs, the programs' functions and the operational manual.

SIMPLES FLOWCHART OF THIS MODULAR PROGRAMS



4.5. FUNCTIONS OF THE MODULAR PROGRAMS.

TITELE PROGRAM (Atitle prg): This program displays the title of the project, the author and the supervisor. It also link the user to the menu program..

MAIN MENU PROGRAMS: (Amenu. Prg): This is one of the major programs that made up the software. It is the one that display the main menu. i.e all the tasks that can be performed on any of the files. The tasks are Append, Edit, View and Report. It links the user to any of the task program for execution.

FILE PROGRAM (afile.prg) The execution of this program will display all the files in used for this project.

APPEND PROGRM (Aapp.prg): This modular program, if executed, will enable the use to enter new record to any of the following files.

- | | | |
|-------------------|--------------------|-------------------|
| (i.) MINNA, DBF | (ii.) SHIRORO. DBF | |
| (iii.) MUNYA. DBF | (iv.) MAGAMA. DBF. | |
| (v) MARIGA.DBF | (vi) RAFI.DBF | (vii) PAIKORO.DBF |
| (viii) BIDA.DBF | (ix) LAPAI.DBF | (x) AGAIE.DBF |

(xi) MOKWA.DBF	(xii) RIJAU.DBF	(xiii) LAVUN.DBF
(xiv) BORGU.DBF	(xv) MASHEGU.DBF	(xvi) SULEJA.DBF
(xvii) KONTAGORA.DBF	(xviii) GBAKO.DBF	(xix) TAFA.DBF
(xx) BOSSO.DBF	(xxi) GURARA.DBF	(xxii) EDITA.DBF
(xxiii) AGWARA.DBF	(xxiv) KATCHA.DBF	(xxv) RAFI.DBF

EDIT PROGRAM (adit.prg): This is a linking modular program. The execution of this program will not only displays the submenu under edit command but will also execute any of the submenu command being picked or selected.

MODIFY PROGRAM (amod.prg). This is one of the modular program under the edit. This program is used to modify any of the files.

VIEW PROGRAM (aview.prg). This modular program is used to view any record in any of the file.

REPORT PROGRAM (areport.prg). This program is used to generate report in any of the files and produce the hardcopy.

4.6. OPERATIONAL MANUAL

The programming process is not complete until the programs have been written and thoroughly field tested for a substantial period of time. The program are said to be operational when they have been thoroughly tested and completed/documented. Documentation involves unity of the operational manual, the junctions agreed modular program. and change over procedure.

As already mentioned, the user's application software for this project was developed in D base V in windows environment.

Below is single instructional guideline to be followed by the how of this software.

- Step 1** Boot the system. A successful booting will lead the user to windows.
- Step 2** With the aid of the mouse, move the cursor to START and direct it this will display all the menu.
- Step 3** move the cursor to program, this will highlight all the application software under program.
- Step 4** move the cursor to Dbase v and click it. This will open the Dbase v environment.
- Step 5** on the menu bar of the environment, select file and click it. This will lead you to the pull down menu.
- Step 6** at this sub-menu, select, open, and click its this will display the dbf files, then move your cursor to the pull down point and click it, it will display all various type files under Dbase V. Then select, program files and click it. This will display all the program files.
- Step 7** Use the mouse to point atitle.prg and left click to open it.
- Step 8** Select program on menu bar, left click it, that well display the submenu, select, do and left click, this well run the atitle.prg.
- Step 9** From this point, the user simply continue to follow instruction given on the screen.

4.7. CHANGEOVER PROCEDURES

This involves when:-

- i. The system analyst has proved to his satisfaction the new system and all other implementation activities have been completed.

- ii. Also when user managers are equally satisfied with the result of the new system tests, staff training and provision of reference manual.
- iii. The target data for charge in due.

Every change procedure can be achieved in a number of ways. Some of which are:-

- ii. Direct Changeover
- iii. Pilot Changeover
- iv. Parallel Changeover
- v. Staged changeover

i. DIRECT CHANGEOVER

This change is made in one swift move from the old to the new system; it can take a week, a month or overnight. It however, force users to make sure that it works. This means that the user have no any other thing to fall back upon in case there is any problem. This method requires careful and detailed planning. It is however, less expensive but risky.

ii. PILOT CHANGEOVER

This method uses conversion or implementation of a new system department by department. Further development largely depends upon the result of the outcome of such conversion, which can then be compared. It is less extensive but can take longer time.

iii. PARALLEL CHANGEOVER

This method allows the old system to be operated along side the new system. It has a major advantage because it offers security for the organisation because it can still fall back on the old system without loss of time, money or services, whenever there

is problem. It however incurs cost in running time of the system at the same time.

iv. **STAGGED CHANGEOVER**

This method involves the gradual implementation of the new system in segment, while this remaining parts or sections are processed by the old system. Only when the selected part in operating satisfaction by are other transferred.

However, having looked at the four system in relation to this study, I will therefore recommend the parallel changeover procedure to be used in converting the old system to the new one.

CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATION

5.0 SUMMARY

Feed back mood reports analysis of the Planning, Research and statistics department happens to be the measuring line of performance and success of the organisation. It helps to show the level of success of the organisation.

Taking into consideration the feasibility of study conducted, it has shown that the feed back mood report analysis is done manually, reports are kept carelessly and there is no proper documentation for future references. Based on the fact that large amount of data are being handled daily, a new system was designed which can store large data and information, faster, efficient, reliable and accurate than the existing manual system.

Due to the nature of the organisation Database Management System (Dbase) Dbase V was used as the programming language and the programmes were written in modules in order to carry out the different tasks and operations for the feed back mood report analysis of the Planning, Research and Statistics department.

Furthermore, the software used has the facility to enter data, view records, delete records and to exit.

5.1 CONCLUSION

The focus of the project has been primarily on the feasibility of employing the services of computers for the record keeping and documentation of the Planning, Research and Statistics department in Niger State National orientation Agency Minna.

The use of computers in this present times need no emphasis as it well enable larger information management systems to succeed.

The organisation will certainly know the data available on what subject and for what purpose. It will enhance the performance of the organisation because it can easily help in directing future plans of action.

The use of space and cost reduction in terms of papers and materials will help reduce overhead cost creating the room for directing such funds to other areas of need.

Finally, the project has help to show the student system design and development is all about and how it can be applicable for future use and needs.

5.2. RECOMMENDATIONS

Following the sequence of the operational shortcomings of existing system of modus operandi of the organisation. Some recommendations are made.

1. That as a matter of urgency, the organisation must computerise the record keeping system of the Planning, Research and Statistics department for accurate and reliable information management.
2. The software being used should be explained so that operator's abilities can be enhanced for maximum performance.
3. All coded programs must be check and crosschecked for errors before use so as to avoid solving the wrong problem.
4. Finally to help cushion the fear of cost for the computers, computerisation should be done in an in-house manner that will ensure the use of suitable and reliable package for the success of the organisation as a whole.

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```
*****
* PROGRAM: ATITLE.PRG *
* FUNCTION: Display the title of the project *
* PROGRAMMER: IDI ALHAJI ABDULLAHI *
*****
```

DO WHILE .T.

Clea

Set color to w/b+

@ 2,10 to 22,65 double

@ 3,27 say "THIS SOFTWARE IS DEVELOPED"

@ 4,38 say "FOR"

@ 5,18 say "PLANNING, RESEARCH AND STATISTICS DEPARTMENT"

@ 6,39 say "OF"

@ 7,20 say "NIGER STATE NATIONAL ORIENTATION AGENCY"

@ 8,39 say "IN"

@ 9,25 say "RESPECT OF FEEDBACK MOOD REPORT"

@ 12,39 say "BY"

@ 14,30 say "IDI ALHAJI ABDULLAHI"

@ 15,32 say "PGD/MSC/98/99/806"

@ 17,34 say "SUPERVISED BY"

@ 19,28 say "PRINCE ABDULRASHEED BADMOSI"^A

ch = space(1)

@ 24,17 say "Press 'M' to Display Main Menu and 'E' to Exit"

@ 24,65 get ch pict "@!"

read

DO CASE

CASE ch = "M"

Do Amenu

CASE ch = "E"

Cancel

ENDCASE

ENDDO

RETURN

```
*****
* PROGRAM: AMENU.PRG *
* FUNCTION: Display the menu and link the user *
* to any of the menu *
*****
```

DO WHILE .T.

Clear

@ 3,25 say "FILE" + space(2) + "APPEND"

@ 3,39 say "EDIT" + space(2) + "VIEW"

@ 3,55 say "REPORT" + space(2) + "QUIT"

ch = space(1)

@ 23,25 say "ENTER THE FIRST LETTER OF TASK"

@ 23,57 get ch pict "@!"

read

DO CASE

CASE ch = "F"

Do Afile

CASE ch = "A"

Do Aapp

CASE ch = "E"

Do Aedit

CASE ch = "V"

```
Do Aview
CASE ch = "R"
do Areport
CASE ch = "Q"
cancel
ENDCASE
ENDDO
RETURN
```

```
*****
* PROGRAM: APP.PRG *
* FUNCTION: For entering new record *
*****
```

```
DO WHILE .T.
Clea
@ 3,5 say "DATE" get date
@ 3,20 say "LGA" get lga
@ 3,37 say "HEADQUARTERS" get lghq
@ 5,5 say "FEDERAL PRESENCE" get fedpres
@ 7,5 say "SPECIAL PROBLEMS" get sprob
@ 9,5 say "PEOPLE EXPECTATION" get pexpect
@ 11,5 say "PEOPLE REACTION" get preact
@ 16,5 say "MEDIA ANALYSIS" get media
read
Ch = space(1)
@ 22,5 say "any other data to be entered? (Y/N)"
@ 22,57 get ch pict "@"
Read
Do case
Case ch = "Y"
loop
Case ch = "N"
Exit
Endcase
ENDDO
Close database
RETURN
```

```
*****
* PROGRAM: AEDIT.PRG *
* FUNCTION: Display the Submenu under *
* Edit menu *
*****
```

```
DO WHILE .T.
Clea
@ 5,32 say "APPEND"
@ 6,32 say "MODIFY"
@ 8,32 say "EXIT"
ch = space(1)
@ 22,5 say "Enter the First Letter of Task"
@ 22,37 get ch pict "@"
read
DO CASE
CASE ch = "A"
Do Aapp
CASE ch = "M"
```



```
Do Amod
CASE ch = "E"
  exit
ENDCASE
ENDDO
RETURN
```

```
*****
* PROGRAM: AMOD.PRG *
* FUNCTION: To modify any of the report in any *
* file used in this project work *
*****
```

```
mdate = space(10)
DO WHILE .T.
  Clea
  Space(8)= mdate
  @ 3,5 say "Enter date of arrival" get mdate
  Read
  Locate for date = mdate
  If found ()
    @ 5,5 say "LGA" get lga
    @ 9,5 say "FEDERAL PRESENCE" get fedpres
    @ 11,5 say "PEOPLE EXPECTATION" get pexpect
    @ 14,5 say "MEDIA ANALYSIS" get media
    @ 18,5 say "SPECIAL PROBLEM" get sprob
  Read
  Else
    @ 15,5 say "Record not found"
  Endif
  Ch = space(1)
  @ 23,5 say "Any other record to be modified? (Y/N)"
  @ 23,53 get ch pict "@"
  Read
  Do case
    Case ch = "Y"
      loop
    Case ch = "N"
      Exit
  Endcase
ENDDO
RETURN
```

```
*****
* PROGRAM: AVIEW.PRG *
* FUNCTION: To view any of the record in any *
* of the file used in this project *
*****
```

```
mdate = space(10)
DO WHILE .T.
  Clea
  Space(8)= mdate
  @ 3,5 say "Enter date of arrival" get mdate
  Read
  Locate for date = mdate
  If found ()
    @ 5,5 say "LGA" get lga
    @ 7,5 say "FEDERAL PRESENCE"
```

```
@ 9,5 say fedpres
@ 11,5 say "PEOPLE EXPECTATION"
@ 13,5 say pexpect
@ 15,5 say "MEDIA ANALYSIS"
@ 17,5 say media
@ 19,5 say "SPECIAL PROBLEM"
@ 21,5 say sprob
Read
Else
@ 15,5 say "Record not found"
Endif
Ch = space(1)
@ 23,5 say "Any other record to be viewed? (Y/N)"
@ 23,53 get ch pict "@!"
Read
  Do case
    Case ch = "Y"
      loop
    Case ch = "N"
      Exit
  Endcase
ENDDO
RETURN
```

Minna

Lga	MINNA
Lghq	MINNA
Date	03/02/01
Fedpres	FUT, MINNA
Sprob	Activities of O.P.C. which led to killing northerns
Pexpect	Lagos Government to bring all those concern to book
Preact	Rioting to express their unsatisfaction with Lagos
Media	Media report the tactically to aviod crisis
Treport	

BI-WEEKLY REPORT ON MINNA LOCAL GOVERNMENT AREA

LOCAL GOVERNMENT

Minna

LOCAL GOV'T HEADQUARTERS

Minna

DATE OF ARRIVAL

03/02/01

FEDERAL GOVERNMENT PRESENCE

FUT, Minna

SPECIAL PROBLEM

Activities of O.P.C. which led to killing of Northerners

PEOPLE'S EXPECTATION

Lagos Government to bring all those concern to book

PEOPLES' REACTION

Rioting to express their Unsatisfaction with Lagos

MEDIA

Media report tactiffully to aviod crisis

BI- WEEKLY REPORT ON MOKWA LOCAL GOVERNMENT AREA

LOCAL GOVERNMENT

MOKWA

LOCAL GOVERNMENT HEADQUARTERS

MOKWA

DATE OF ARRI

02/09/01

FEDERAL PRESENCE

Railway Station

SPECIAL PROBLEM

Lack of good telephone service. Lack of good drainage system

PEOPLES' EXPECTATION

Good telephone service. Good drainage system

PEOPLES' REACTION

That democracy have restored hope to the people. People are happy with UBE

MEDIA

BI-WEEKLY REPORT ON LOCAL GOVERNMENT AREAS

LOCAL GOVERNMENT	Minna
LOCAL GOV'T HEADQUARTERS	Minna
DATE OF ARRIVAL	03/02/01
FEDERAL GOVERNMENT PRESENCE	FUT, Minna
SPECIAL PROBLEM	Activities of O.P.C. which led to killing of Northerners
PEOPLE'S EXPECTATION	Lagos Government to bring all those concern to book
PEOPLES' REACTION	Rioting to express their Unsatisfaction with Lagos
MEDIA	Media report tactfully to aviod crisis
LOCAL GOVERNMENT	Lavun
LOCAL GOV'T HEADQUARTERS	Kitigi
DATE OF ARRIVAL	03/02/01
FEDERAL GOVERNMENT PRESENCE	None
SPECIAL PROBLEM	Disaster, Rain Strom destrved houses in Kitigi and its environs
PEOPLE'S EXPECTATION	Federal Presence in the area
PEOPLES' REACTION	People were happy with Gani Cultural festival committee
MEDIA	None

LOCAL GOVERNMENT

Shiroro

LOCAL GOV'T HEADQUARTERS

Kuta

DATE OF ARRIVAL

03/02/01

FEDERAL GOVERNMENT PRESENCE

Federal Technical College Kuta, Shiroro Dam.

SPECIAL PROBLEM

Retirement Age not followed by the Council

PEOPLE'S EXPECTATION

That the Police should well equiped.

PEOPLES' REACTION

Thank the President for reviving Nig. Airways.

MEDIA

None