Corporate Plan and Project Tracker of the Hong Kong Adventist Hospital

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Introduction

The Corporate Plan and Project Tracker System of the Hong Kong Adventist Hospital (HKAH) is a project we cooperated with the Hong Kong Adventist Hospital. The system is a web 2.0 application that enables staff to interact with each other over different corporate plans and projects.

The model consists of three hierarchies, namely plans, goals and tasks. A plan is an ultimate achievement to be done by the hospital. Under each plan, there are one or more goals separating different job parts, aiming at finishing the plan more efficiently and effectively. Under each goal, there is at least one task to describe each procedure in details or to provide information of job parts to other departments. Tasks can be further divided into progress and issues for users to update accordingly.

There are three main types of users in this system, including employees, managers and administrators. The three types of users are allowed to take different actions in the system.

All three types of users can search and view summary of tasks. Managers can create plans, goals and tasks. They can also update plans, goals, tasks, progress and issues. Employees cannot create plans, goals and tasks, but they can update progress and issues of an existing task. Lastbut not least, administrators can approve or reject requests raised by employees and managers. They can also update progress and issue or a task.

Plan Goal

Task

- Progress
- Issue

Fig 1 - Illustration of three hierarchies of the new prototype

System Overview send user request send request System Database show information retrieve data Fig 2 - System overview of viewing summaries / searching plans acknowledge send user request System . Creating Plan (Creating Plan and / or Goal and / or Task) show information **Editing Plan Database** (Creating more Goal / Task or Updating Plan / Goal / Task) Approving or Rejecting Goal / Task Updating Progress and / or Issues save data Communication send request Fig 3 - System overview of creating / editing / approving goals / tasks

Implementation

| Actions | Users | | |
|---------------------------------------|---------------|---------|----------|
| | Administrator | Manager | Employee |
| 1. Create plan | | - | |
| 2. Create goal under plan | | - | |
| 3. Create task under goal | | | |
| 4. Update plans | | - | |
| 5. Update goals | | | |
| 6. Update tasks | | | |
| 7. Update progress under created task | 1 | | |
| 8. Update issues under created task | - | | |
| 9. Create more goals under plan | | - | |
| 10.Create more tasks under goal | | - | |
| 11.Approve or Reject goals | * | | |
| 12.Approve or Reject tasks | - | | |
| 13.Search | · · | - | |
| 14.View summary | - | | |

Fig 4 - Actions taken according to job positions

User Interface

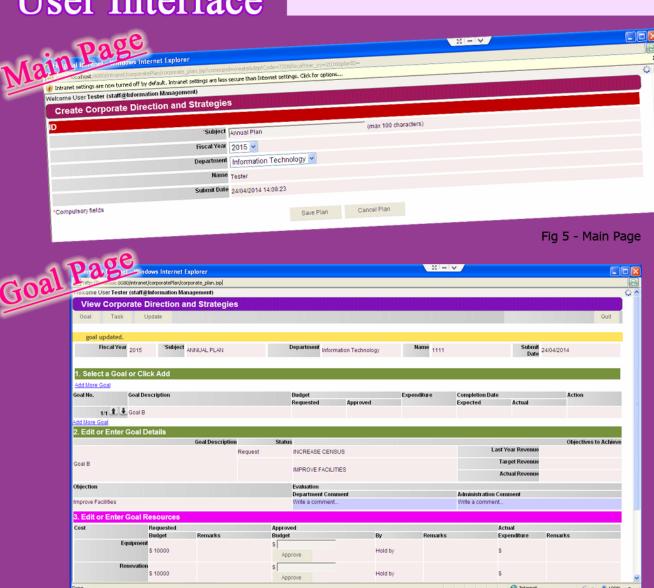


Fig 6 - Goal Page

User Interface)/intranet/corporatePlan/corporate_plan.jsp| Fig 7 - Task Page ser Tester (staff@hiformation Management) View Corporate Direction and Strategies task updated. Fiscal Year 2015 'Subject ANNUAL PLAN Department Information Technology Add More Goal Submit 24/04/2014 **Goal Description** 1/1 1 Goal B Budget dd More Goal Expenditura Approved Completion Date 2. Create New or Edi Expected Add more task Task No Description Complete Date 1 1 Task B1 2 1 1 Task 82 30/04/2014 Add more task 23/07/2015 Approval Update Delete *Compulsory fields Approval Update Delete Edit Approval Update Page Goal Owner(Dept): Goal Desciption Task: Task Desciption Save Cancel Issue Note Entry Email OYes ONo From Tester Progress Note Fig 8 - Update Page

Conclusion

To conclude, the Corporate Plan and Project Tracker System of HKAH serves as a communication platform for departments and staff to work with each other by updating goals and tasks, as well as progress and any issues related. Through using the web application, staff over different departments can communicate at any places and time they want and time for face-to-face meetings were saved for other useful developments and purposes.

Also, budget request and approval becomes less complex because employee and managers can request budget through the web application, and administrator can approve, reject or comment on the budget requested raised by employee and managers.