

香港基督教培道聯愛會

HONG KONG CHRISTIAN MUTUAL IMPROVEMENT  
SOCIETY

System Enhancement of Human Resource  
Management (HRM) System and Inventory System

Project Duration: Dec 2024 to Feb 2025



# BACKGROUND OF THE PROJECT

- Number of offices: Headquarter office and two Neighbourhood Elderly Centres (NEC)
- Number of staff: 30 staff members
- The original NEC System in HKCMIS:
  - Developed in 2019 under the Social Welfare Development Fund
  - The system included three sub-systems:
    - (i) HRM System
    - (ii) Accounting System
    - (iii) Members' Information and Activities Records



# LIMITATIONS OF THE ORIGINAL NEC SYSTEM

## ➤ Lack of holistic picture on staff's training profile

- Training records stored at different systems / offices. The HRM system recorded staff participation in dementia training, while other training records were kept in other systems / offices in paper mode.

## ➤ No inventory system

- Paper mode / excel files to record the inventory. Time-consuming and difficult in gathering and retrieving the inventory information from the three offices.





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# PROJECT CONTENT



# PROJECT OBJECTIVES

- ✓ To develop a **Staff Training Module** within the existing Human Resource Management System (HRMS) under the NEC System to record staff training; and
- ✓ To develop an **Inventory Module** under the existing NEC System to register, keep track and manage the materials and physical assets of the centres.



# TECHNICAL APPLICATION

- ✓ Following the tendering/procurement process, the existing NEC contractor was engaged to implement the Inventory and Staff Training modules.
- ✓ The new Modules runs on Ubuntu with PostgreSQL as the backend database system which is installed in the virtualised server hosted by external Cloud services.





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# NEW FEATURES AFTER ENHANCEMENT

## HRMS Staff Training Module

- Record the staff's training time, date and content;
- Process the application of staff training;
- Endorse the staff training by management staff;
- Record the cumulative training time and contents of staff members; and
- Generate statistics / report on staff training.

HR 時限: 20:07 莊重文敬老中心

總覽 個人資料 假期 假期紀錄 強積金 薪金單 申請OT 個人歷史 出勤表 年度檢討 8 督導報告 我的進修

管理員專區

### 我的進修

訓練名稱  開始日期  -  訓練類別  負責職員

每頁顯示數目 30

新增

課程名稱	課程類別	開始日期	結束日期	是次進修總時數(小時)	費用	是次進修時數申請(進修假)(小時)	是次進修費用申請	員工	建立日期	狀態	行動
沒有任何結果											

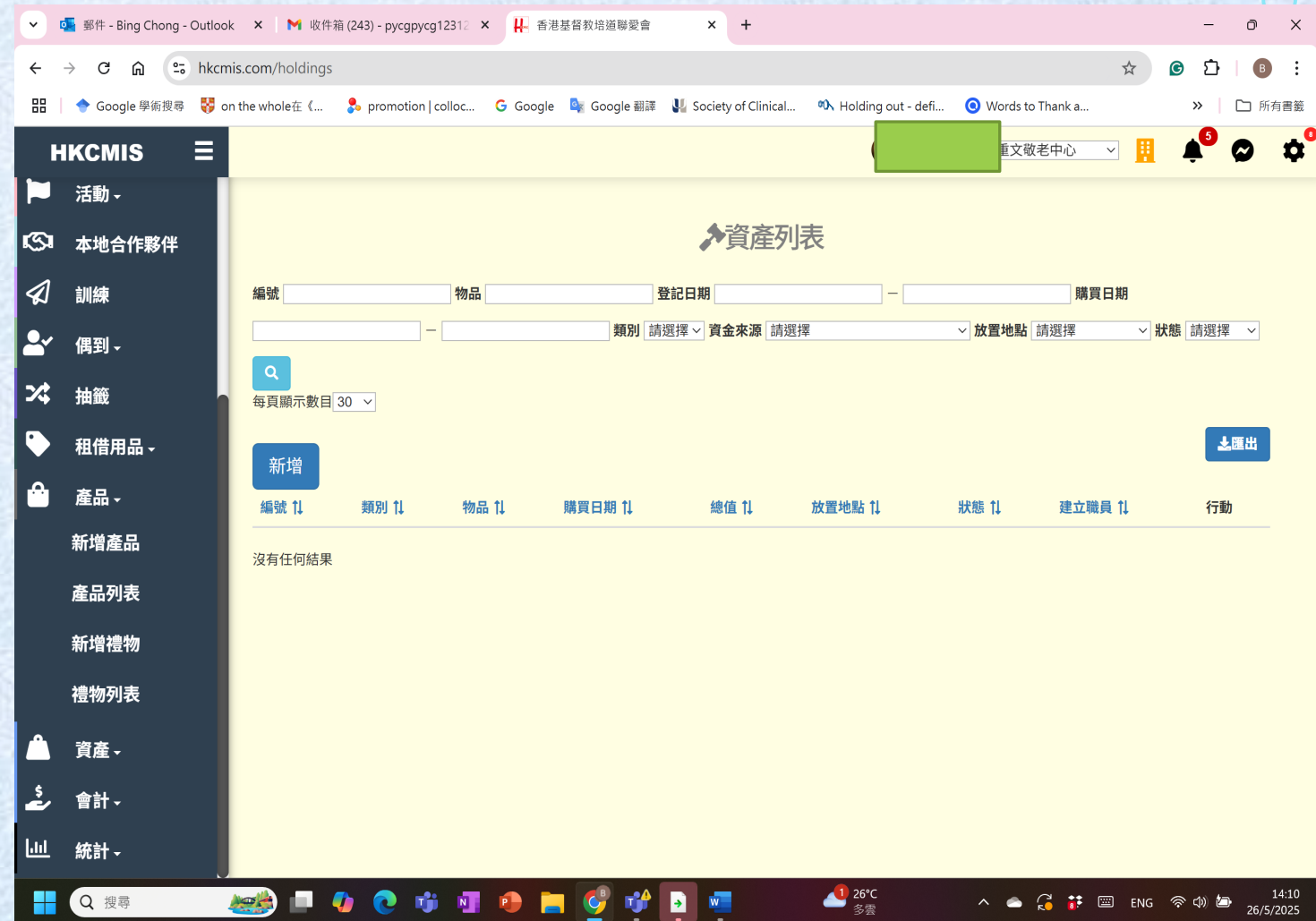
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# NEW FEATURES AFTER ENHANCEMENT

## Inventory Module

- Register the materials and physical assets in centers for inventory record and management;
- Endorse the inventory records by management after checking; and
- Facilitate timely replacement and disposal of inventory.







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# PROJECT BENEFITS



# ENHANCEMENT IN HRM SYSTEM

For Staff:

- ✓ Facilitate professional development and planning for suitable training with a comprehensive individual training profile;
- ✓ Save paper in training application and record; and
- ✓ Achieve easy recording and retrieving of staff training records.

For Centre Supervisors:

- ✓ Facilitate effective identification and management of staff's training and development needs



# ENHANCEMENT IN INVENTORY SYSTEM

For Staff:

- ✓ Facilitate **efficient** recording and retrieval of inventory;
- ✓ **Reduce administrative efforts** by having a centralised inventory record; and
- ✓ Achieve **eco-friendliness** with paper saving.

For Centre Supervisors:

- ✓ **Enhance service delivery and monitoring** with the comprehensive inventory records; and
- ✓ Enable better planning and analysis of service items required by the elderly service users.





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# INSIGHT/LEARNING



### During application period:

- ✓ To consult the ISTB/SWD for completing the application form; and
- ✓ May consider to **invite the staff with IT knowledge / background** to join the meeting and discuss the project scope with the ISTB/SWD.

### During project implementation:

- ✓ Maintain a **timely communication with IT contractor and exercise close monitoring**; and
- ✓ Set up **clear project milestones and timeline** for the project and conduct on-going review.

### The launch of the enhanced system

- ✓ **Provide training** to make the staff familiar with the new features; and
- ✓ **Collect feedback** from staff on their experience of using the enhanced system.



★ **Staff's feedback**

★ **Small budget, large benefits**

★ **Good planning & preparation**





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# Thank you