



POINTS TO NOTE

Application of Dedicated Fund Information Technology Projects



GENERAL INFORMATION

DF Application - [Section 2.1.(b) of the application form]

2.1. Details of the Proposed IT Project *[Please use separate sheet for each IT project]*

(a) Name of the Proposed IT Project:

Enter Name of the Proposed IT Project

(b) Brief Description of the Proposed IT Project:

i) Purpose(s) of the Proposed IT Project

[Please describe the purpose(s) of the project / application system to be developed, the service / operational needs which necessitate development of the proposed IT project]

Enter Purpose(s) of the Proposed IT Project

ii) Background Information of the Service Unit(s) / Office(s) to be involved in Implementing the Proposed IT Project

	Quantity	Remarks
No. of service unit(s) / office(s) involved	Enter Quantity	Enter Remarks
No. of staff who will use the application system	Enter Quantity	Enter Remarks
No. of service users / volunteers / public * who will access to the application system <i>[*Delete as appropriate]</i>	Enter Quantity	Enter Remarks
Estimated no. of persons with personal data to be stored in the application system	Enter Quantity	Enter Remarks

iii) Current Situation

[Please describe the existing mechanism / procedure which deliver the service or handle the operational process]

Enter Current Situation

iv) Needs / Problems Identified

[Please describe the service or operational needs / problems identified which necessitate the development of the application system]

Enter Needs / Problems Identified

v) Major Functions of the Proposed IT Project

[Please describe the major functions of the application system to be developed]

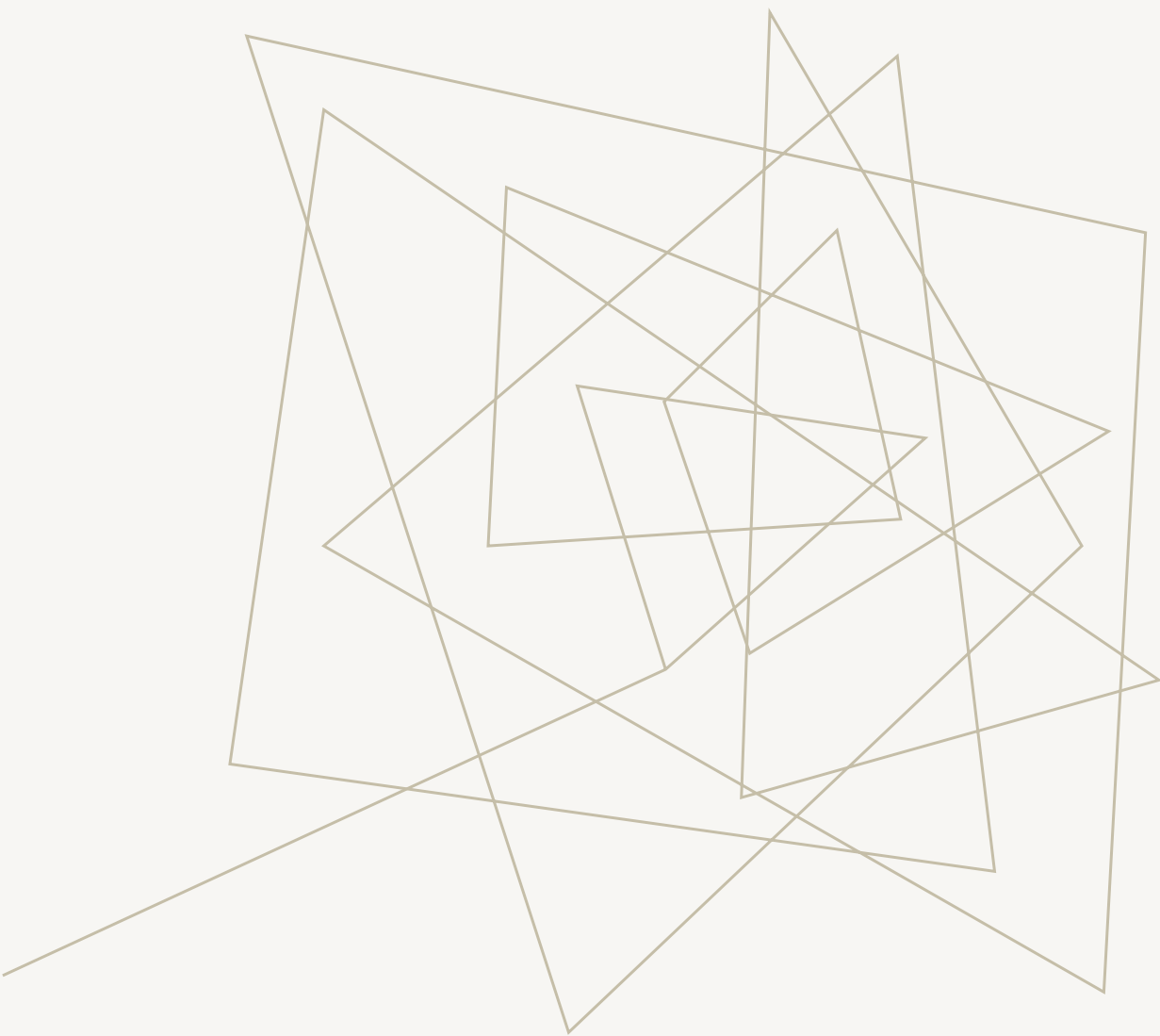
Enter Major Functions of the Proposed IT Project

Purpose(s)

Current Situation

Needs / Problems Identified

Major Functions



SHARING OF EXAMPLES

Purpose

2.1. Details of the Proposed IT Project *[Please use separate sheet for each IT project]*

(a) Name of the Proposed IT Project:
Enter Name of the Proposed IT Project

(b) Brief Description of the Proposed IT Project:

- i) Purpose(s) of the Proposed IT Project
[Please describe the purpose(s) of the project / application system to be developed, the service / operational needs which necessitate development of the proposed IT project]
Enter Purpose(s) of the Proposed IT Project

Fill in the

- i) high level description for what to do in this project;
- ii) high level objectives / achievements expected in this project; and
- iii) Benefits to the agency / service users.

Application – Human Resources Management System

Purpose(s) of the Proposed IT Project

[Please describe the purpose(s) of the project / application system to be developed, the service / operational needs which necessitate development of the proposed IT project]

Better manage talent, improve organizational efficiency and competitiveness, reduce costs, and enhance data analysis capabilities

Only described
“Achievements”

Purpose

#	Hints – Combine with what to do and objectives / achievements
1	to introduce / enable [new function / feature] to fulfil [business need / requirement]
2	to improve / enhance [business process] efficiency by [system automation]

What to do

Example

To build a centralised Human Resource Management System that automates key HR processes—recruitment, onboarding, attendance, leave, performance appraisal, and payroll—while consolidating staff records into a transparent, unified platform. The system will **streamline operations, improve efficiency, strengthen accountability, and enable data-driven workforce planning.**

Achievements / Benefit to the agency

Current Situation

iii) Current Situation
[Please describe the existing mechanism / procedure which deliver the service or handle the operational process]
Enter Current Situation

iv) Needs / Problems Identified
[Please describe the service or operational needs / problems identified which necessitate the development of the application system]
Enter Needs / Problems Identified

v) Major Functions of the Proposed IT Project
[Please describe the major functions of the application system to be developed]
Enter Major Functions of the Proposed IT Project

Fill in the current situation from
i) technical point of view; and
ii) business point of view.

Application – Human Resources Management System

iii) Current Situation
[Please describe the existing mechanism / procedure which deliver the service or handle the operational process]

The original Human Resources Management Information System was used many years, functional requirement and internal business process have been changing over the years. Functionalities of the existing system provided become incapable to fulfill current operation needs.

Insufficient information on the technical situation of the system and existing workflows

Current Situation

#	Hints – technical point of view
1	Any existing systems are using
2	Hardware and/or software architecture of the current system

#	Hints – business point of view
1	[Paper mode] or [manual work] to handle [business process]
2	[Lack of function] or [function with limitation] to support [business process]

Example

The existing Human Resources Management System (HRMS) was **launched in 2015**. The existing HRMS is running in **Windows Server 2012 and Microsoft SQL Server 2014 which was already end-of-life**. It is lack of Self-service Portal and Mobile Application.

Technical situation

The key functions of the existing HRMS includes

- i) Employee Management: Each service units maintain their unit staff records. No centralised database provided. **HR staff need to consolidate the employee records manually for all service units and headquarter.**
- ii)

Actual workflows

Needs / Problems Identified

iv) Needs / Problems Identified
[Please describe the service or operational needs / problems identified which necessitate the development of the application system]
Enter Needs / Problems Identified

v) Major Functions of the Proposed IT Project
[Please describe the major functions of the application system to be developed]
Enter Major Functions of the Proposed IT Project

Fill in the Needs / Problems Identified from
i) technical point of view; and
ii) business point of view.

No concrete information of
pain points and needs.

Application – Human Resources Management System

iv) Needs / Problems Identified
[Please describe the service or operational needs / problems identified which necessitate the development of the application system]

High error rates in payroll/MPF. Manual processes inefficient. Staff time wasted on admin.
Compliance risk (PDPO, Employment Ordinance)

Needs / Problems Identified

#	Hints – technical point of view
	It should provide detailed pain points of the existing technical situation.

#	Hints – business point of view
	It should provide detailed pain points of the existing workflow / business process mentioned in the current situation.

Technical problem and need

Example

- a) **The software must be upgraded** as the Windows Server 2012 operating system and Microsoft SQL Server 2014 database system **are obsolete and pose a security risk.**
- b) Data Centralisation: It is required the centralised database to maintain the employee information for including personal profile and contract information.
- c) It is required the new module of Self-Service Portal.
- d) Batch Approval of Leave application: It is required the batch update of leave approval for supervisor.
- e)

Operational needs and problems.
Clear presentation in bullet points.

Major Function

- iii) Current Situation
[Please describe the existing mechanism / procedure which deliver the service or handle the operational process]
Enter Current Situation
- iv) Needs / Problems Identified
[Please describe the service or operational needs / problems identified which necessitate the development of the application system]
Enter Needs / Problems Identified
- v) Major Functions of the Proposed IT Project
[Please describe the major functions of the application system to be developed]
Enter Major Functions of the Proposed IT Project

Fill in the functions and features of the new system from system point of views in details.

No specific function list

Application – Human Resources Management System

- v) Major Functions of the Proposed IT Project
[Please describe the major functions of the application system to be developed]
Leave management
Payroll management
Human Resources – employee self service, mobile app

Major Function

#	Hints – technical point of view
	<u>Functions for HR Staff</u> <i>(further elaborate as appropriate)</i> 1. Personnel Information Management ➤ 2. Training Management ➤ 3. Recruitment Management ➤

Detailed function list
with features

Example
1. Employee Management: ➤ Centralised repository data for personal profile, contract information, probation, resignation, retirement 2. Leave Management: ➤ Supervisor approve the leave application by batch ➤ Public holiday set up ➤ Leave entitlement calculation 3. Payroll Management: ➤ Salary Calculation ➤ Interface with eMPF system for MPF Contribution ➤ Generate Pay Slips

TIPS

- ✓ The Purpose is a summary of the project. Please include what to do, key achievements and the benefits for the agency / service users.
- ✓ Mention the technical situation in the Current Situation.
- ✓ Highlight the pain points in the Needs / Problems Identified.
- ✓ Summarise the functions and features in the Major Functions.
- ✓ **All parts are interrelated.** Mention issue(s) causing operational problems/concerns in the current workflows. The functions in the major functions are the **solutions**.

For more information, please refer to the Forth and Fifth experience sharing Session at the NGO IT Information Portal:

https://www.swd.gov.hk/ngoitcorner/en/exp_sharing.html



社會福利署
Social Welfare Department

非政府機構資訊科技資料室
NGO IT Information Portal

Text Size | 简体 | 繁體

[Home](#) [Joint Committee on IT](#) [IT Strategy for the Welfare Sector](#) [IT Security ▼](#) [Project Management ▼](#) [Training Courses and Experience Sharing ▼](#) [Useful Reference ▼](#) [What's New](#)

Experience Sharing Platform for IT Projects of the Social Welfare Sector

In 2019, the Social Welfare Department ("SWD") commissioned a consultancy study to conduct the Review of the Information Technology (IT) Strategy for the Social Welfare Sector, and the Review was completed in February 2021. The recommendations of the Review, comprising four strategies and ten recommendations to drive further IT development in the social welfare sector, were subsequently endorsed by the Joint Committee on Information Technology for the Social Welfare Sector. To implement the relevant action plan, the SWD is committed to implementing a series of measures. One of the key measures is to establish an experience sharing platform for sharing of good practice and experience in the development of IT projects in the social welfare sector so as to promote adoption of electronic services and new technologies, enhance the awareness of IT security, and promote the planning/governance of IT in organisations and the collaboration among NGOs, etc.

- [The Sixth Experience Sharing Session](#)
- [The Fifth Experience Sharing Session](#)
- [The Fourth Experience Sharing Session](#)
- [The Third Experience Sharing Session](#)
- [The Second Experience Sharing Session](#)
- [The First Experience Sharing Session](#)

“Points-to-note” to NGOs on IT Project Application Under Dedicated Fund (Chinese / English)

Planning and preparation of IT project proposal to be applied under the Dedicated Fund

Last Revision Date: 5 February 2026

