

Quality Enhancement Support Scheme

Progress Report

Project No. : 07/QESS/2014

Reporting Period : From March 2015 (month/year) to August 2015 (month/year)

Part A

Project Title : HKCAAVQ IT Infrastructure Development Project (Phase 2)

Name of Grantee : Hong Kong Council for Accreditation of Academic & Vocational Qualifications

Project Period : From March 2015 (month/year) to September 2016 (month/year)

Part B

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation*, if any, during the reporting period, together with details and justifications

Signature of Authorised Person:

Robert Fearnside

Name of Authorised Person :

Robert Fearnside

Position of Authorised Person :

Deputy Executive Director

Date :

16 Oct 2015








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* A separate written application should be submitted to the Grantor for prior written approval.

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1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
28 Jan 2015 HKCAAVQ Office	Five RFQs for the email server upgrade of the infrastructure upgrade part of the project were sent to Pro-Tech Technology (Asia) Ltd., Expert Systems Limited, Hong Kong Telecommunications (HKT) Limited, Microware Limited, and Automated Systems (H.K.) Limited. The deadline for submission of quotations was 11 February, 2015.	
17 Feb 2015 HKCAAVQ Office	A tender board meeting was held to select the vendor to implement the system solution of the project. Two responses were received from Azeus Systems Limited, and Computer and Technologies Solution Limited. Azeus Systems Limited was selected as the service provider for the project.	1 meeting with tender board members
	Evidence:  System solution award letter.pdf	
2 Mar 2015 – 13 Mar 2015 HKCAAVQ Office	The email server upgrade of the infrastructure upgrade was awarded to Pro-Tech Technology (Asia) Ltd on 2 March, 2015. The awarded contract price was HK\$225,408. The first payment of HK\$67,622.4 (30% of the contract price) was paid on 13 March, 2015.	
	Evidence:  Email Server Upgrade Quotation.pdf  Protech Invoice - Email server upgrade	
9 Mar 2015 – 13 Apr 2015 HKCAAVQ Office	The systems solution project was awarded to Azeus Systems Limited on 9 March, 2015 and the service agreement was signed on the same day. The awarded contract price was HK\$3,799,854. The first payment of HK\$399,956.2 (30% of system solution and 10% of web portal server) was paid on 13 April, 2015.	
	Evidence:  Azeus signed agreement 09032015.pdf  Azeus Invoice 1st payment 30032015.pdf	

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<p>9 Mar 2015 – 31 Aug 2015 HKCAAVQ Office</p>	<p>The project commenced the System Analysis and Design stage on 9 March, 2015. In the System Analysis stage, users' business requirements were collected by the system analyst from Azeus. In the Design stage, all functions of the system were discussed and confirmed with the users by Azeus.</p>	<p>142 working meetings with HKCAAVQ staff and Azeus staff. 7 meetings with Project Management Office (PMO) members of HKCAAVQ, Azeus staff and Hong Kong Productivity Council (HKPC) consultants.</p>
	<p>Evidence:</p>  <p>Sign off -Stage plan 08052015.pdf</p>	
<p>24 Mar 2015 – 13 Apr 2015 HKCAAVQ Office</p>	<p>A consultancy for quality assurance service was awarded to Hong Kong Productivity Council (HKPC) on 24 March, 2015 with the contract amount of \$349,500. The first Payment of \$69,900 was paid on 13 April, 2015.</p>	
	<p>Evidence:</p>   <p>HKPC QA service agreement.pdf HKPC QA service 1st payment invoice 3003</p>	
<p>21 Apr 2015 HKCAAVQ Office</p>	<p>The kick off meeting was held on 21 April, 2015. The purpose of the meeting was to present to the users involved in the project about the project organization, project schedule, user involvement in each stage, and role and responsibilities of the users during the project implementation.</p>	<p>1 meeting with HKPC consultant, Azeus staff and HKCAAVQ staff</p>
<p>25 Apr 2015 - 12 Aug 2015 HKCAAVQ Office</p>	<p>The email server upgrade of the infrastructure upgrade was commenced on 25 April, 2015. The hardware and software of the email server were upgraded. The server was upgraded from MS Exchange 2003 to MS Exchange 2013. User acceptance testing was performed by IT team. All tests stated in the test plan were performed and passed on 3 July, 2015 (Please refer to the User Acceptance Test Plan for email server upgrade for the test cases and results). The server upgrade with the installation guide and operation manual was completed and signed off on 7 August, 2015. The final payment of HK\$157,785.6 was paid on 12 August, 2015.</p>	<p>1 meeting with HKCAAVQ staff and Pro-Tech Technology (Asia) Ltd.</p>

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	<p>Evidence:</p>     	
<p>29 May 2015 - 31 Aug 2015 HKCAAVQ Office</p>	<p>The web portal server (Internet Service for Accreditation of the system solution) of the infrastructure upgrade was commenced on 29 May, 2015 and signed off on 10 August, 2015. The web portal will serve as the platform for the e-submission of accreditation documents and assessment applications. The installation was completed on 20 July, 2015. The UAT was performed and all tests were passed on 24 July, 2015 (Please refer to the Acceptance Test Plan for the web portal installation for the test cases and results). The deliverables including Technical Design Specification, Equipment Manual, Installation Plan, Acceptance Test Plan and Maintenance Plan were signed off on 10 August, 2015. The final payment of HK\$69,897.8 was paid on 31 August, 2015.</p> <p>Evidence:</p>       	
<p>18 Sep 2015 HKCAAVQ OFFICE</p>	<p>The SA&D stage was completed on 18 September, 2015. The deliverable of the System Analysis stage – Requirement Definition and Specifications and the deliverable of the Design stage – Functional Design and Specifications & Operation Procedure were signed off on 18 September, 2015.</p> <p>Evidence:</p>  	<p>1 meeting with Project Management Office (PMO) members of HKCAAVQ, Azeus staff.</p>
<p>* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets /</p>		

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posters, relevant reports, etc.).

2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
Award of project contract	100	Completed on 2 March, 2015 for the email server upgrade. Completed on 9 March, 2015 for the system solution
Completion of installation of hardware and software for <ul style="list-style-type: none"> - the infrastructure upgrade - Internet Service for Accreditation of the system solution 	100	Completed on 2 July, 2015 for the infrastructure upgrade (email server upgrade). Completed on 20 July, 2015 for the Internet Service for Accreditation of the system solution (Web portal server).
Completion of the gap analysis for <ul style="list-style-type: none"> - assessment of Continuing Professional Development (CPD), Continuing Education Fund (CEF), and Overseas Tertiary Institution (OTI) courses - Qualification Assessment component of the system solution - Internet Service for Accreditation of the system solution 	100	Completed on 18 September, 2015.
Completion of functional specification and system design for CPD, CEF, and OTI courses assessment	100	Completed on 18 September, 2015.
Completion of Quality Assurance of the gap analysis for CPD, CEF, OTI, Qualification Assessment, and Internet Service for Accreditation of the system solution	100	Completed on 18 September, 2015.

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Completion of functional specification and system design for <ul style="list-style-type: none"> - Qualification Assessment component - Internet Service for Accreditation 	100	Completed on 18 September, 2015.
Completion of User Acceptance Test (UAT) of the system	100	Completed on 3 July, 2015 for the infrastructure upgrade (email server upgrade). Completed on 24 July, 2015 for the Internet Service for Accreditation of the system solution (Web portal server).
Final acceptance of infrastructure upgrade component for production use	100	Completed on 7 August, 2015 for the infrastructure upgrade (email server upgrade). Completed on 10 August, 2015 for the Internet Service for Accreditation of the system solution (Web portal server).
Overall Project	47	
** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.		

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3. Project variation (a separate written application should be submitted to the Education Fund Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from Education Fund Secretariat
<p>1. The schedule of project implementation has been changed due to the time required to award the project was longer than expected and the vendor requested more time to develop the system. As a result, adjustment of the project implementation was necessary in order to finish the project on time.</p> <p>2. The budget has been revised due to the discrepancy between the estimation and the price proposed by the vendor. In order to reflect this discrepancy, the budget was adjusted.</p>	22 May 2015

4. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower			
b. Equipment / facilities	228,762 (All are funded by QESS)	228,762 (All are funded by QESS)	0
c. Services	3,796,500 (\$3,579,038 funded by QESS and \$217,462 funded by HKCAAVQ)	466,500 (All are funded by QESS)	3,330,000 (\$3,112,538 funded by QESS and \$217,462 funded by HKCAAVQ)
d. General expenses			
e. Others	349,500 (\$192,200 funded by QESS and \$157,300 funded by HKCAAVQ)	69,900 (All are funded by QESS)	279,600 (\$122,300 funded by QESS and \$157,300 funded by HKCAAVQ)
Total	4,374,762 (\$4,000,000)	765,162 (All are	3,609,600

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	funded by QESS and \$374,762 funded by HKCAAVQ)	funded by QESS)	
<i>Project Income (if any)</i>			4,778
<i>Total Balance</i>			3,614,378 (\$3,239,616 <i>funded by QESS and \$374,762 funded by HKCAAVQ)</i>

*Note: This budget was revised by HKCAAVQ on 27 March 2015 and approved by EDB on 22 May 2015