

# Quality Enhancement Grant Scheme

<b>Progress Report</b>	<b>Project No. :</b>
------------------------	----------------------

Reporting Period : From July 2011 (month/year) to December 2011 (month/year)

## Part A

Project Title : Business Technology Centre: An Initiative to Enhance Education in Business and Information Technology

Name of Grantee : Caritas Institute of Higher Education


Project Period : From January 2011 (month/year) to December 2013 (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: \_\_\_\_\_



Organization Chop: \_\_\_\_\_



Name of Authorized Person: Reggie KWAN

Name of Grantee Organization: Caritas Institute of Higher Education

Position of Authorized

Person: Professor and President

Date: 31 January 2012

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

# Quality Enhancement Grant Scheme

## 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)
<p>July to December 2011</p>	<p>In this project, we have visited ten companies to collect business problem cases in real life. We intentionally select companies with different size to have a diversified background of the companies to participate in this project. A list of companies involved in this project is provided in <i>Attachment 1</i>. We would like to identify the problem cases faced by different type of companies during their daily operations. The diversified background of the companies enhances the coverage of the case studies developed in this project.</p> <p>We have collected more than 20 business problem cases in this project. Some business problem cases are less relevant to business technology. <i>Attachment 2</i> provides a list of less relevant problem cases collected in this project. These problem cases are excluded from the development of case studies in this project. Some business problem cases are more relevant to business technology. Some of these problem cases are selected to be further developed to our case studies. <i>Attachment 3</i> details the selected problem cases and the corresponding case studies.</p> <p>We have interviewed information technology (IT) professionals with different backgrounds to survey IT trends. Some of them are senior management in IT, such as Chief Information Officer and Chief Technology Officer. Some are technical staff, such as, project manager, system architect, analytic programmer, and software engineer, etc. For small and medium enterprises (SMEs), interviewees are usually the senior management in IT. For large companies, interviewees are usually the middle management.</p> <p>In this project, the interviewee comes mainly from managerial level, as they have relatively more experience in their fields.</p>	<p>Ten companies</p> <p>More than 20 IT professionals</p>

# Quality Enhancement Grant Scheme

As a result, they can provide a summarized view of the IT trend in their fields. Most interviewees recognize an increasing trend of usage of IT in their fields. For example, customer royalty programme, supply chain management, enterprise resource planning, and electronic business model have been widely implemented in various business sectors.

Because the companies involved in this project have a diversified background, we conducted a customized interview for individual interviewee. Typically, we would first have conversation with interviewees in order to understand the daily operation of their companies as well as their departments. Subsequently, we would discuss the business problems faced by the interviewee and their companies. We would then focus our discussion in some problems which are related to business technology. Sometimes, some interviewee may give us initial idea about their solutions to these problems.

Moreover, we have also met some professional bodies to seek their views on business technology. *Attachment 4* shows a list of professional bodies which are involved in this project. The professional bodies provided us academic views on business technology and confirmed the importance of business technology in industry. They also exposed us to the cutting edge technology application in business.

On the other hand, the professional bodies have a strong social network with the industry. As a result, we seek professional bodies' help to nominate some of their active members to be interviewed in this project. The nomination of professional bodies enriches the background of interviewee in this project and makes our study more comprehensive.

# Quality Enhancement Grant Scheme

<p>July to December 2011 CIHE Tseung Kwan O Campus</p>	<p>We have developed ten case studies based on the problem cases collected in the interview. We selected the case studies based on their relevancy to business technology. On the other hand, we need to ensure that we have relevant expertise to provide feasible solutions to the case studies. The list of case studies is attached in <i>Attachment 3</i>.</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 / 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
● Visit companies to collect business problem cases	100%	
● Interview IT professionals to survey IT trends	100%	
● Develop the case studies	100%	
<b>Overall Project</b>	<b>40%</b>	

**\*\* Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.**

# Quality Enhancement Grant Scheme

3. Project variation (a separate written application should be submitted to the QEGS 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 QEGS Secretariat
Nil	

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	972,000	168,714	803,286
b. Equipment / facilities	472,000	132,130	339,870
c. Services	0	0	0
d. General expenses	100,000	18,918	81,082
e. Others	0	0	0
<b>Total</b>	<b>1,544,000</b>	<b>319,762</b>	<b>1,224,238</b>
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>1,224,238</i>