

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. Last but not least, administrators can approve or reject requests raised by employees and managers. They can also update progress and issue of a task.

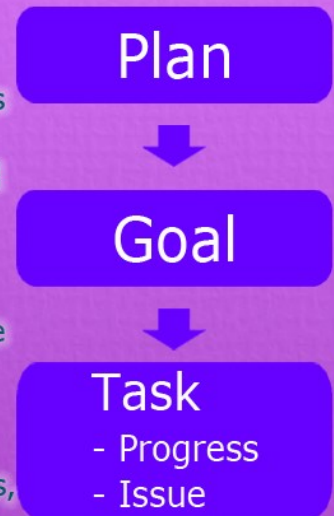


Fig 1 - Illustration of three hierarchies of the new prototype

System Overview

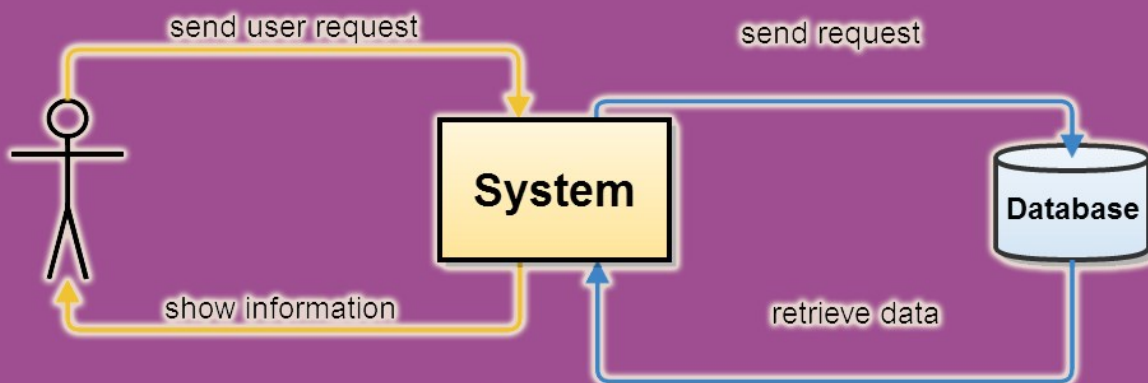


Fig 2 - System overview of viewing summaries / searching plans

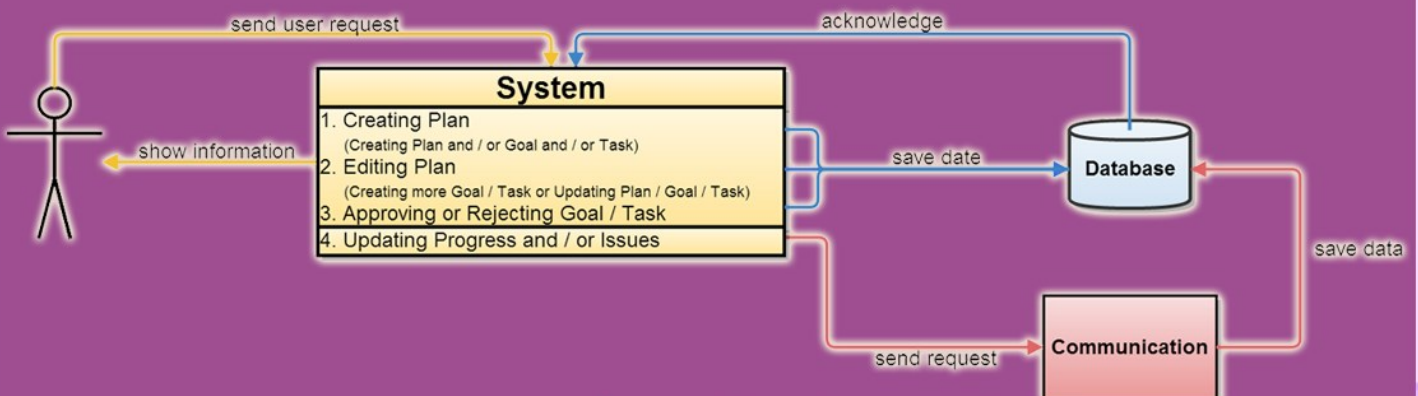


Fig 3 - System overview of creating / editing / approving goals / tasks

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	✓	✓	✓
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

Main Page

Fig 5 - Main Page

Goal Page

Fig 6 - Goal Page

User Interface

Task Page

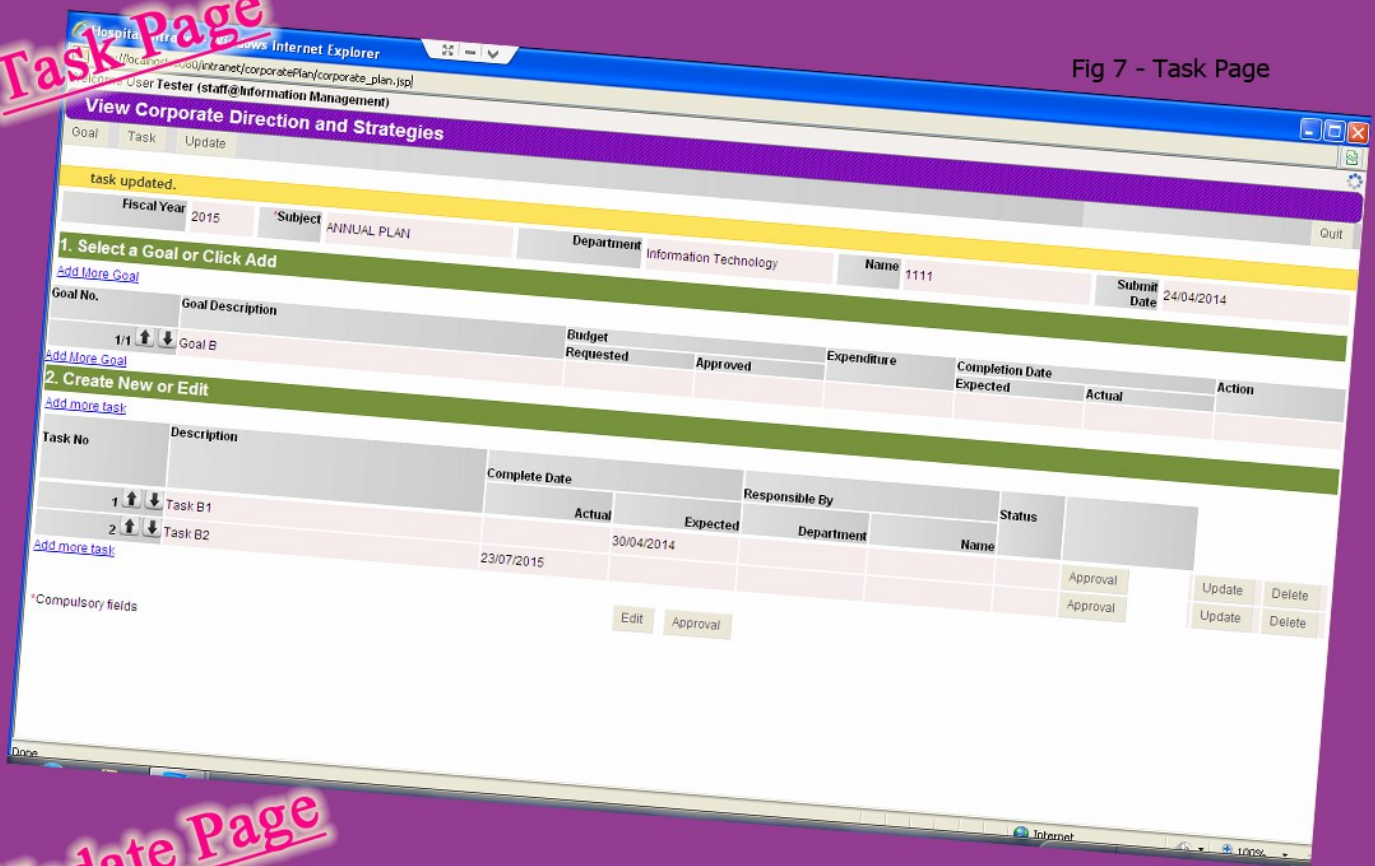


Fig 7 - Task Page

Update Page

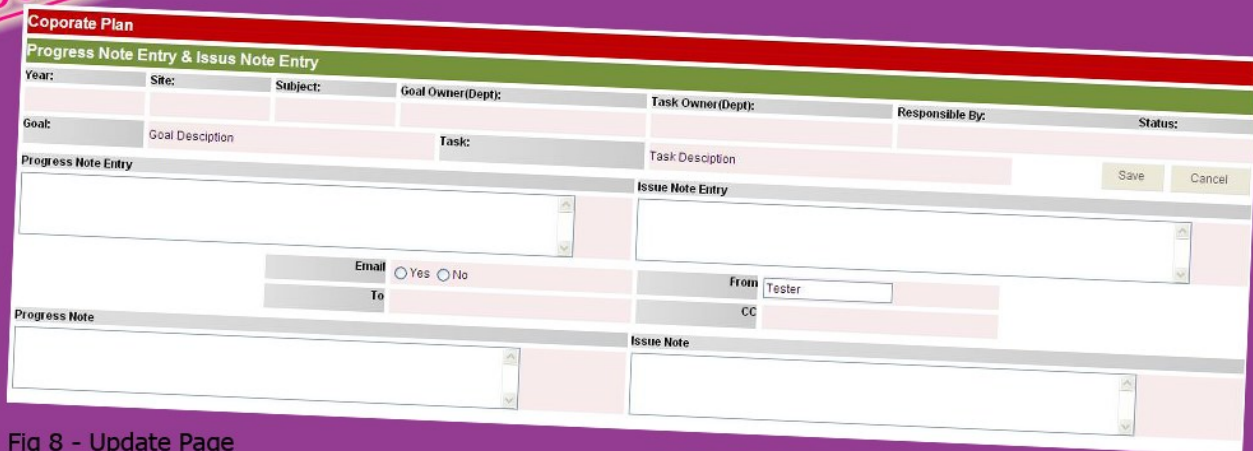


Fig 8 - Update Page

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.