

聖雅各福群會 FYP First Meeting Summary (6th Sep, 2012)

Prepared by Law Hiu Ching and Wong Kei Woon, Angel

Part 1 Application for each activity

Current situation:

- fill in an application form before the start of the activity
- **if it is an outdoor activity, fill in the outdoor activity safety checklist**
- require supervisor's approval
- fill in the number of participants after the end of the activity
- collect questionnaire from participants
- keep record of receipts and expenses

Reasons for computerizing raw data input forms:

- a huge number of papers is needed
- school social workers, which do not go to the office very often, need to hand in the handwriting forms by fax, in which is time consuming and inconvenient

The application form includes:

- activity fee
- details of activity
- aim, content, type, format, target, venue
- income and expenses (for planning and reporting)
- service statistics (for planning and reporting)
- approval of supervisor
- remarks

Questions:

- ★Current membership enrollment system (現有會員申請系統)
- ★What are P&G, IOU, SSW, SPCC, SMCC, C&Y, CSSA, NIS and KM? (All short terms)

Part 2 Statistics Analysis

Current situation:

- social workers have to fill in three spreadsheets every month
- clerk processes the completed spreadsheets and records the necessary information for creating reports
- send reports to the Social Welfare Department, school, school social workers and centre's management department
- generate different report for different type of recipients

Reasons for developing the new system:

- some input data is duplicated
- the analysis is not done automatically

Implement approaches:

- (1) Import excel into the system
- (2) Fill in web-based form (Concern: security problems - SSW cannot access intranet)