**Overall Evaluation Report**

**for Information Technology (IT) Project**

**Dedicated Fund (DF)**

1. Name of the NGO

|  |
| --- |
| Enter Name of the NGO |

1. Name of the IT Project *[Please state the original name and the revised name, if applicable]*

|  |
| --- |
| Enter Name of the IT Project |

1. Approved IT Project

|  |  |  |
| --- | --- | --- |
|  | Original | Revised (if applicable) |
| Approved Amount | Original Approved Amount | Revised Approved Amount |
| Date of approval | Original Approval Date | Revised Approval Date |

1. Actual Project Expenditure

|  |  |
| --- | --- |
| HK$ : | Enter Actual Project Expenditure |

1. Project Duration

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stage****[[1]](#footnote-1)** | **Planned Start Date (***mm/yyyy***)** | **Planned End Date (***mm/yyyy***)** | **Actual Start Date**  **(***mm/yyyy***)** | **Actual End Date**  **(***mm/yyyy***)** | **Reasons for Deviation** |
| Tendering | Start Date | End Date | Start Date | End Date | Enter Reasons |
| Project Initiation | Start Date | End Date | Start Date | End Date | Enter Reasons |
| System Analysis and Design | Start Date | End Date | Start Date | End Date | Enter Reasons |
| System Development | Start Date | End Date | Start Date | End Date | Enter Reasons |
| System Integration Test / User Acceptance Test | Start Date | End Date | Start Date | End Date | Enter Reasons |
| Data Conversion | Start Date | End Date | Start Date | End Date | Enter Reasons |
| System Installation | Start Date | End Date | Start Date | End Date | Enter Reasons |
| Security Risk Assessment and Audit | Start Date | End Date | Start Date | End Date | Enter Reasons |
| Privacy Impact Assessment | Start Date | End Date | Start Date | End Date | Enter Reasons |
| Production Rollout | Start Date | End Date | Start Date | End Date | Enter Reasons |
| System Nursing | Start Date | End Date | Start Date | End Date | Enter Reasons |
|  |  |  |  |  |  |
| **Total Duration for Completion of the Project[[2]](#footnote-2)** | |  |  | | --- | --- | | Enter No. of Month(s) | Months | | | |  |  | | --- | --- | | Enter No. of Month(s) | Months | | |  |
| System Maintenance | Start Date | End Date | Start Date | End Date | Enter Reasons |
|  |  |  |  |  |  |
| **Total Duration of the Project (include System Maintenance)** | |  |  | | --- | --- | | Enter No. of Month(s) | Months[[3]](#footnote-3) | | | |  |  | | --- | --- | | Enter No. of Month(s) | Months | | |  |

1. Has your Agency changed the implementation schedule?

|  |  |
| --- | --- |
| No | Yes *[Please provide the revised schedule below]* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Revised Schedule: | From | Start Date | (mm/yyyy) | to | End Date | (mm/yyyy) |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Date of Interim Report submitted: | | Enter Date | |
| Dates of Further Interim Report(s) submitted (if any): | | Enter Date(s) |

1. Project Deliverables *[Please “✓” as appropriate and provide information as applicable]*

|  |  |
| --- | --- |
| **Project Deliverable** | **Description** |
| Project Initiation Document | Enter Description |
| Technical Document(s)  (e.g. System Analysis and Design  Report, Program Specification) | Enter Description |
| Other IT Project Document(s)  (e.g. User Acceptance Test Plan and  Report, Backup and Recovery  Procedure) | Enter Description |
| Web Accessibility Compliance  (For website and web-based application projects) | Enter Description |
| System Security Measures/Manual(s)  (e.g. Security Risk Assessment and Audit Report) | Enter Description |
| Privacy Impact Assessment  (e.g. Privacy Impact Assessment and Privacy Compliance Audit Report) | Enter Description |
| User Training(s) | Enter Description |
| User / Operation Manual(s) | Enter Description |
| Administration Manual(s) | Enter Description |

1. Project Benefits *[Please “✓” as appropriate and provide information as applicable]*

|  |  |
| --- | --- |
| **Project Benefits** | **Description** |
| Annual Savings in Staff Effort | Enter Description |
| Other Savings / Additional Revenue | Enter Description |
| Improvement in Operational Efficiency | Enter Description |
| Improvement in Service Delivery | Enter Description |
| Improvement in Corporate Image | Enter Description |
| Other Intangible Benefits  (e.g. facilitate data sharing among units) | Enter Description |

1. Difficulties Encountered *[Please “✓” as appropriate and provide information as applicable]*

|  |  |
| --- | --- |
| **Difficulties Encountered** | **Description and Solutions** |
| Tendering / Tenders vetting | Enter Description / Solutions |
| Users’ Requirements | Enter Description / Solutions |
| Contractor Management | Enter Description / Solutions |
| Staff Turnover / Manpower | Enter Description / Solutions |
| Delay of Project  (Please highlight reasons of delay) | Enter Description / Solutions |
| Other Difficulties/ Issues   |  |  |  | | --- | --- | --- | | (Please specify | Other Difficulties | ) | | Enter Description / Solutions |

1. Employment of IT Professionals in overseeing the implementation of the Project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Yes | *(Please specify:* | Enter the description | *)* |

1. Lessons / Experience Learnt from the Project



1. Other Remarks (if any)



|  |  |  |
| --- | --- | --- |
|  | Prepared by: |  |
|  |
|  |
|  |  | (Enter the name of the person) |
|  | Post: | Enter Post |
|  | Tel. No.: | Enter Tel. No. |
|  | Date: | Date |
|  | Endorsed by: |  |
|  |  | (Enter the name of the person) |
|  | Post: | NGO / Division Head |
|  | Tel. No.: | Enter Tel. No. |
|  | Date: | Date |

The NGO is required to send this **Overall Evaluation Report** to the Information Systems and Technology Branch (ISTB) of the Social Welfare Department. Soft copy can be sent to sist4@swd.gov.hk.

1. Please tally with the Implementation Plan at Section 2.1(g) of the Application Form for the IT Project (i.e. Appendix A2). [↑](#footnote-ref-1)
2. From start date of the project to end date of system nursing. [↑](#footnote-ref-2)
3. Please tally with the Application Form for the IT Project (i.e. Appendix A2), Section 1.1 and Section 2.1(g) [↑](#footnote-ref-3)