# Report on Major Projects

## 1. New Project Assignment App

a. **Brief**: The app is initially be used by CEO and Executive Assistant (to CEO) to assign new projects to FPCL staff, who will be notified via emails. Project leads will update the project status while HOD's and CEO will have a better understanding on status of all the projects.

b. **Timelines**

- Project assigned: Tues, 10-Nov-2020
- 1$^{st}$ prototype presented: Wed, 09-Dec-2020
- Final presentation: Mon, 11-Jan-2021
- Pilot started: Fri, 15-Jan-2021
- Live: Mon, 22-Feb-2021

c. **Estimated Closure**: end of Feb-2021.

d. **Achievement**: Mobile responsive app that can be used by CEO, CFO and departmental heads to create and assign projects. Project leads will update the progress of their projects using the app. Senior management team will have a clear insight of all ongoing, newly started and completed projects.

The app will be further enhanced once there is feedback from users in terms of other features and functions desired for a better app experience.

e. **Cost**: done in house with available software (O365), skills and expertise.

f. **% Complete**: 100%

## 2. Smart Forms

a. **Brief**: Departmental forms that are filled regularly for various purposes have several drawbacks for e.g. version updates and dispersion, printing costs, approvals and follow ups, filing and hard copy data that cannot be readily analyzed for reporting.

b. **Timelines**

- Project started: 2019-2022 (Ongoing)

c. **Estimated Closure**: on-going project.

d. **Achievement**: Smart forms have been developed that can be filled using PDF. User approvals and signing can also be done by users.

e. **Cost**: done in house with available software (O365, Adobe Pro), skills and expertise.

f. **% Complete**: 100% (on-going project)

g. **Forms developed**:

- berthing application,
- port user license,
- customer satisfaction survey,
- corrective action request,
- event feedback,
- customer feedback form,
- COVID-19 gathering disclosure,
- Vaccination consent

## 3. Port User License Web App

a. **Brief**: Port users of FPCL are required to pay a license every year for using the facilities. At the moment, they are filling in printed copies of the form and lodging it along with other required documents. Various fees related to this application are paid to the cashier at the HQ.

FPCL plans to develop a web app that users can easily fill up and submit electronically together with scanned copies of required documents. The app will also facilitate the entire business process i.e. approvals, electronic payment via internet banking, notification system, application status, and management of the incoming applications.

b. **Timelines**

- Project assigned: Tues, 22-Sep-2020
- Requirements gathering: Wed, 14-Oct-2020
- Project timelines: TBA (scheduled for 2022)
- UAT Sign-off: TBA
- Start development work: TBA
- Live: TBA

c. **Estimated Closure**: TBA

d. **Achievement**: requirements gathering
e. **Cost**: Will be done in house with available software (e.g. server space, DB storage, etc.), skills and expertise. Only added cost will be for the purchase of SSL certificate (Approx. $250 / year).
f. **% Complete**: 5%

## 4. Berthing Application System Web App – Local Berths

a. **Brief**: FPCL port users are required to fill and submit a berthing application form each time they want any of their ship to berth at a particular wharf. It becomes quite difficult to keep track of all the applications and manage the berth schedules at different wharfs on a daily basis.

A web app was developed to facilitate electronic filling and submission of berthing applications by external users. FPCL staff use the system to manage all the berthing applications received and to further assist with the berth schedules. Finance department also uses the app to do checks and balances on a weekly basis to track the number of invoices generated against number of berths that took place over a period of time.

b. **Timelines**
   - Project assigned: Dec-2019
   - 1st prototype presented: Mar-2020
   - 2nd Prototype presented Apr-2020
   - Final presentation: May-2020
   - Testing and UATs: Jun-Jul-2020
   - Preparation for Live run – user registrations, trainings, etc: Aug-2020
   - Pilot run with M1 & M2: Sep-2020
   - Pilot run with Levuka & Lautoka: Nov-2020
   - Live run with M1 & M2: Dec-2020
   - Live run with Levuka & Lautoka: Dec-2020

c. **Estimated Closure**: end of Dec-2020.

d. **Achievement**: A web app that has been fully developed and tested in-house. It has been tested with internal users during pilot phases and has been put on live mode at all the local wharfs.

e. **Cost**: Done in house with available software (e.g. server space, DB storage, etc.), skills and expertise. Only added cost will be for the purchase of SSL certificate (Approx. $250 / year).

f. **% Complete**: 100%

## 5. OHS App (PPE Requests, Inventory Management, and Incident Reporting)

a. **Brief**: The OHS department finds it difficult to manage the incoming requests for PPE's and the inventory of the PPE items. Since OHS at workplace is vital, the requests and issuing of PPE's must not be delayed.

Due to this, a mobile app will be created that will facilitate online filling and submission of PPE requests while OHS staffs will be using the app to manage the requests and PPE inventory.

b. **Timelines**
   - Project assigned: Sep-2020
   - Requirements gathering: Oct-2020
   - Design and development: Apr-Jun, 2021
   - Pilot start: Jul, 2021
   - Live: Jul, 2021

c. **Estimated Closure**: Aug, 2021

d. **Achievement**: requirements gathering is completed.

e. **Cost**: done in house with available software (O365), skills and expertise.

f. **% Complete**: 100%

## 6. Transport Usage App

a. **Brief**: Costs associated with transport use for FPCL within various departments was analyzed to be high by the Finance team. It was also a cumbersome process as there was no electronic data available on same. There was a need for an app that can be used to submit transport requests electronically. The Asset Management Coordinator will use

these requests to properly allocate the FPCL vehicles so that transport runs are optimized.

b. **Timelines**
- Project assigned: Apr-2020
- Requirements gathering: Apr-2020
- Design and development: May-2020
- Pilot start: Nov-2020
- Live: Dec-2020

c. **Estimated Closure**: Feb, 2021

d. **Achievement**: The app has been developed and tested. It was piloted with HR, Finance & ICT departments. The app is live now.

e. **Cost**: done in house with available software (O365), skills and expertise.

f. **% Complete**: 100%

## 7. Berthing Application System Web App – International Berths

a. **Brief**: FPCL port users are required to fill and submit a berthing application form each time they want any of their ship to berth at a particular wharf. It becomes quite difficult to keep track of all the applications and manage the berth schedules at different wharfs on a daily basis.

A web app was developed to facilitate electronic filling and submission of berthing applications by external users. FPCL staff use the system to manage all the berthing applications received and to further assist with the berth schedules. Finance department also uses the app to do checks and balances on a weekly basis to track the number of invoices generated against number of berths that took place over a period of time.

b. **Timelines**
- Project assigned: Jan, 2021
- Changes to suit International berths: Apr, 2021
- Final presentation: Apr, 2021
- Testing and UATs: May-Nov, 2021
- Preparation for Live run – user and vessel registrations, trainings, etc: Dec, 2021

c. **Estimated Closure**: end of Dec-2021.

d. **Achievement**: Necessary amendments were carried out to suit the existing web app to accommodate for the international berths. Currently the UAT is in progress.

e. **Cost**: Done in house with available software (e.g. server space, DB storage, etc.), skills and expertise.

f. **% Complete**: 60%

## 8. ICT New User App

a. **Brief**: Staffs are frequently recruited to fill in vacant positions. This is followed by requests to ICT department for appropriate assets and accesses for the relevant user. However, these are done through paper-based forms and manual approvals. There was a need to have some form of electronic fillable form and approval processes with notifications to facilitate this process.

b. **Timelines**
- Project assigned: Mar-2020
- Requirements gathering completed: Apr-2020
- Design and development completed: Jun-2020
- Pilot start: Nov-2020
- Live: TBA

c. **Estimated Closure**: TBA

d. **Achievement**: The app has been developed and tested. It has been in use from Nov-2020.

e. **Cost**: done in house with available software (O365), skills and expertise.

f. **% Complete**: 100%

## 9. New Project Assignment App (Phase 2)

a. **Brief**: The usage stats of the app is low and hence there is a need to revamp the app so that more functionalities can be added in order to make it more value adding. In addition, it would also be beneficial is this app can be used for getting the progress updates on all the projects that are linked to the strategic goals of FPCL. Furthermore, a reporting dashboard will also be developed to provide automated

reporting on the projects for executive management and improve decision making.

b. **Timelines**
- Project initiated: Sep, 2021
- 1$^{st}$ prototype presented: Oct, 2021
- Final presentation: Nov, 2021
- Pilot started: Nov, 2021
- Live: Dec, 2021

c. **Estimated Closure**: Dec, 2021.

d. **Achievement**: Mobile responsive app that can be used by executive management and departmental heads to create and assign projects. Project leads will update the progress of their projects using the app. Senior management team will have a clear insight of all ongoing, newly started and completed projects.

The quarterly polling on the progress of projects will also be automated and project leads will be notified via emails to update the progress of their projects within given time frame. Automated reports will depict the overall progress in terms of the strategic goals.

e. **Cost**: done in house with available software (O365), skills and expertise.

f. **% Complete**: 75%

10. Vessel Information Management System (Phase 1)

a. **Brief**: The usage stats of the app is low and hence there is a need to revamp the app so that more functionalities can be added in order to make it more value adding. In addition, it would also be beneficial is this app can be used for getting the progress updates on all the projects that are linked to the strategic goals of FPCL. Furthermore, a reporting dashboard will also be developed to provide automated reporting on the projects for executive management and improve decision making.

b. **Timelines**
- Project initiated: Sep, 2021
- 1$^{st}$ prototype presented: Oct, 2021
- Final presentation: Nov, 2021

- Pilot started: Nov, 2021
- Live: Dec, 2021

c. **Estimated Closure**: Dec, 2021.

d. **Achievement**: Mobile responsive app that can be used by executive management and departmental heads to create and assign projects. Project leads will update the progress of their projects using the app. Senior management team will have a clear insight of all ongoing, newly started and completed projects.

The quarterly polling on the progress of projects will also be automated and project leads will be notified via emails to update the progress of their projects within given time frame. Automated reports will depict the overall progress in terms of the strategic goals.

e. **Cost**: done in house with available software (O365), skills and expertise.

f. **% Complete**: 75%

## 11. Engineering App – FPCL

a. **Brief**: The engineering team receives many job requests from various departments on a daily basis. These are service requests and each request is done by filling a job request printed form. Once approvals are done, the job request is submitted to the engineering team for facilitation. Once the engineering team receives the job request, they verify the job details and create a work order for the job. Data such as materials used, hours spent by tradesmen, outsourced services, etc. are also captured and maintained. All these data are stored on excel sheets and maintenance of same is quite time intensive and prone to human errors. To bring about efficiency in this process, an app is required that can be used to automate form filling, facilitate approvals, work order creation, capturing all the job-related data and create reports.

b. **Timelines**
- Project initiated: May, 2020
- 1$^{st}$ prototype presented: Jun, 2020
- Final presentation: Jan, 2021
- Pilot started: NA
- Live: NA

c. **Estimated Closure**: NA

d. **Achievement**: This app was later shelved as engineering team did not want to make use of it, despite requesting for it.

e. **Cost**: done in house with available software (O365), skills and expertise.

f. **% Complete**: 100%

12. Engineering App – FSHIL

a. **Brief**: The engineering team receives many job requests from various departments on a daily basis. These are service requests and each request is done by filling a job request printed form. Once approvals are done, the job request is submitted to the engineering team for facilitation. Once the engineering team receives the job request, they verify the job details and create a work order for the job. Data such as materials used, hours spent by tradesmen, outsourced services, etc. are also captured and maintained. All these data are stored on excel sheets and maintenance of same is quite time intensive and prone to human errors. To bring about efficiency in this process, an app is required that can be used to automate form filling, facilitate approvals, work order creation, capturing all the job-related data and create reports.

b. **Timelines**
- Project initiated: Sep, 2021
- 1$^{st}$ prototype presented: Jan, 2021
- Final presentation: NA
- Pilot started: NA
- Live: NA

c. **Estimated Closure**: NA

d. **Achievement**: The FSHIL team was not interested to make use of this app.

e. **Cost**: done in house with available software (O365), skills and expertise.

f. **% Complete**: 100%

13. Power BI Reports and Dashboards

a. **Brief**: As more apps are being developed in-house, the amount of electronic data in relation to many business processes, are increasing. To make this data useful, automated reports and dashboards can be

created to transform these data into meaningful information and which can be used for decision making and improve planning.

b. **Timelines**
- Project started: 2020 (ongoing)

c. **Estimated Closure**: NA

d. **Achievement**: Automated reports and dashboards that are hosted on the corporate SharePoint site for easy access to users.

e. **Cost**: done in house with available software (O365), skills and expertise.

f. **% Complete**: 100%

g. **Reports/Dashboards developed**:
- Finance LR Requests
- ICT New User Requests
- OHS PPE Requests
- OHS PPE Inventory
- OHS Incident Reports
- Project Assignment (Phase 1)
- Project Assignment (Phase 2)
- Transport Usage
- Vaccination – FPCL
- Vaccination – FSHIL
- Vessel Information Management System