

**From:** Provost's Office [<mailto:info.prvo@cuhk.edu.hk>]

**Sent:** Friday, May 16, 2014 9:25 AM

**Subject:** New Academic Information Management System (AIMS) and Human Resources Management System (HRMS)

To: College Heads/Masters  
Faculty Deans  
School Directors/Department Chairmen/Unit Heads  
Institute/Centre Directors

**New Academic Information Management System (AIMS) and  
Human Resources Management System (HRMS)**

Dear Colleagues,

1. As part of the University's commitment to achieving the goals in our strategic plan, the University reckons the need to critically review the existing key administrative processes in order to enhance efficiency and create capacity to support continuing developments. In 2012, the University engaged a consultant to undertake a review of the administrative processes in personnel management and research activities management. The review has identified some management issues and corresponding business improvements are recommended. At the same time, it is pointed out that the current processes and systems, evolved through many years and stages of development, are inadequate to meet various requirements in an increasingly competitive and demanding environment, and recommended the University to implement a new research information system and an integrated human resources management system.
2. The University has agreed to the architecture of a new integrated system providing efficient administrative processing, enabling information exchanges and planning. It was resolved that expertise from outside vendors will be employed in implementing two computerized systems, namely Academic Information Management System (AIMS) and Human Resources Management System (HRMS). A Project Management Team (PMT), chaired by me has been set up to provide leadership and direction for the entire project with the support of respective project working groups. Invitations for qualified vendors to submit proposals for the corresponding systems have been issued in early 2014 and different vendor proposals have been received for the respective systems.
3. The Project Management Team will arrange different forms of consultations (for instance, via open forums and surveys) with respective groups of stakeholders to collect views on the vendor proposals and on the expected requirements of the revamped systems. Information

regarding the consultations will be provided in due course. As the key users of the systems concerned, input from Faculties, Colleges and central administrative units in the vendor proposals evaluation will be sought, invitations to participate in the evaluation processes will be extended separately to individuals concerned soon.

4. We look forward to your support and valuable contribution to the process, which is imperative to the success of the implementation of the administrative systems from a new perspective.
5. If you have any questions or would like to obtain further information, please contact:-

AIMS Project

Dr. Michael Chang, Head of Institutional Research (at 3943 1855 or e-mail [mchang@cuhk.edu.hk](mailto:mchang@cuhk.edu.hk))

HRMS Project

Ms. Corinna Lee, Director of Personnel (at 3943 7183 or e-mail [corinnalee@cuhk.edu.hk](mailto:corinnalee@cuhk.edu.hk))

With best regards,

Benjamin W. Wah  
Provost