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| **創益先鋒(WIT)報告書** |  |  |
| **Work Improvement Team (WIT) Report­** | **項目編號:**  **Project Code :** | Click here to enter text. |

**1. 小組Team**

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| **小組名稱 Team Name** | Click here to enter text. | Click here to enter text. |
|  | 中文 Chinese | 英文English |
| **處/部門**  **Div./ Dept.** | Choose an item. | Choose an item. |

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|  | **職員編號Staff No.** | **姓名Name** |
| 促導員 Facilitator : | Click here to enter text. | Click here to enter text. |
| 小組組長 Team Leader : | Click here to enter text. | Click here to enter text. |
| 小組成員 Team Members : | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |

**2. 項目名稱 Project Title**

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| Click here to enter text. |

**3. 項目目標Objective Statement**

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| Click here to enter text. |

**4. 已訂定之問題Issues Identified (可提交照片或圖表作補充supplement with photo or chart)**

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| --- | --- |
| 內容Description:  Click here to enter text. | 照片或圖表*(如有)* Photo or chart *(If any)* |

**5. 解決問題工具運用Problem Solving Tools Used**

(如你有使用該解決問題工具，請加上 “✓” Please put a “✓” on the Problem Solving Tool(s) that you have applied.

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| **解決問題步驟**  **Problem Solving Steps** | **工具運用 Application of Problem Solving Tools** | **有使用Applied**  **(✓)** |
| 1. **確定問題 Identify Problem** | * 思維沖擊法Brainstorming |  |
| * 5M選題法 5M Theme Selection Method |  |
| * 問題詳情Qualified Problem Statement |  |
| 1. **分析問題 Analyze Problem** | * 思維沖擊法Brainstorming |  |
| * 魚骨圖 Fish-bone Diagram |  |
| * 流程圖 Process Mapping |  |
| * 數據收集 Data Collection |  |
| 1. **建議方案 Suggest Solution** | * 思維沖擊法Brainstorming |  |
| * 訪問用家/客戶Interviewing users/customers |  |
| * 阻力/輔助力分析Force Field Analysis |  |
| 1. **計劃及實行方案 Plan and Implement Solution** | * 確認目標 Check the goals |  |
| * 衡量代價和效果 Impact/Effort Grid |  |
| * 條件矩陣Criteria Matrix |  |
| * 阻力/輔助力分析Force Field Analysis |  |

**6. 解決方案Solutions**

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| 內容Description:  Click here to enter text. | 照片或圖表*(如有)* Photo or chart *(If any)* |

**7. 改善後的情況Situation After Improvement (可提交照片或圖表作補充supplement with photo or chart)**

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| 內容Description:  Click here to enter text. | 照片或圖表*(如有)* Photo or chart *(If any)* |

**8. 成果及效益Achievement & benefits**

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| --- | --- | --- | --- | --- |
| **有形效益Tangible Benefit**   1. **改善項目成本Improvement Cost** | | | | **無形的Intangible Benefit**   1. **盡展關懷Caring**   Click here to enter text.   1. **堅毅敬業Commitment**   Click here to enter text.   1. **力求創新Creativity**   Click here to enter text.   1. **精益求精 Continuous Improvement**   Click here to enter text.   1. **群策群力Collaboration**   Click here to enter text. |
| 1. 物料成本Material Cost : | | HK$ | Click here to enter text. |
| 1. 人力成本Manpower Cost : | | HK$ | Click here to enter text. |
| **總成本Total Cost (i + ii):** | | HK$ | Click here to enter text. |
| 1. **收入及節省Gain & Saving** | | | |
| 1. 收入增添Revenue Gain : | | HK$ | Click here to enter text. |
| 1. 開支節省Cost Saving : | | HK$ | Click here to enter text. |
| 1. 開支避免Cost Avoidance : | | HK$ | Click here to enter text. |
| **總效益 Total Benefit (i + ii + iii)** | | HK$ | Click here to enter text. |
| **淨效益 Net Benefit:**  總效益 Total Benefit (B) - 總成本Total Cost (A) = | | | |
| HK$ | Click here to enter text. | | |
|  | | | |

**Appendix**

**A. 小組合照Team Photo**

**(JPEG格式並最少300 dpi解像度及100 MB大小 JPEG format with a resolution of ≥ 300 dpi and size of 100 MB)**

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| **請從左至右標示小組成員的姓名（例如Amy Chan, Ben Lee, Mary Wong）**  **Please indicate your team members’ name from left to right (e.g. Amy Chan, Ben Lee, Mary Wong)** |
| **Click here to enter text.** |

***Note: Please submit the completed report in WORD FORMAT by email to*** [***WIT@hkairport.com***](mailto:WIT@hkairport.com) ***for further handling. Thanks!***