

**SME Development Fund
Final Report of Approved Project**

(covering from 01/10/2010 to 30/09/2012)

Project Title : Knowledge Sharing of Logistics Best Practices to Gener
(Reference No.) SMEs in Hong Kong (Part II) (D10 001 004)
Period covered : From 01/10/10 to 30/09/12
(dd/mm/yy) (dd/mm/yy)

1. Project Details

Please mark with "*" if any of the following project details is different from that in the project proposal appended to the project agreement.

Project Reference and Title

Knowledge Sharing of Logistics Best Practices to General SMEs in Hong Kong (Part II) (D10 001 004)

Project Summary (in not more than 150 words)

This project aims at providing SMEs with the most up-to-date information of best practices in Hong Kong concerning their logistics and supply chain operations. Through organizing a series of seminars, workshops, and site visits, these best practices were explained and delivered with illustrated cases in detail. Companies in different industries were selected as the best practices for illustration during project events. Sets of training manuals and DVD-ROMs were distributed to both participated and other SMEs in general. On top of the existing function of the website of the previous project (D08 001 007), an online enquiry system was designed and implemented in order to provide a channel for users to make enquiry. In addition, all deliverables were posted on the website tailor-made for this project.

Project Objective(s) (in not more than 80 words)

1. To provide SMEs in general with the latest best practices in logistics and supply chain operations.
2. To share experiences on the formulation of logistics strategies and action plans to local SMEs in general through workshops, seminars, and site visits.

Recipient/Collaborating/Implementation Organisation

Recipient Organisation : The Hong Kong Polytechnic University

Collaborating Organisation(s) : The Hong Kong Logistics Association

Implementation Agent(s) : N/A

Key Personnel

	<u>Name</u>	<u>Company/Organisation</u>	<u>Tel No. & Fax No.</u>
Project Co-ordinator	: <u>King Lun CHOY</u>	<u>The Hong Kong Polytechnic University</u>	<u>Tel: 2766 6597 Fax: 2362 5267</u>
Deputy Project Co-ordinator	: <u>Stephen King Che CHAN</u>	<u>Hong Kong Logistics Association</u>	<u>Tel: 2777 9656 Fax: 3421 2477</u>

Project Period

	<u>Commencement Date (day/month/year)</u>	<u>Completion Date (day/month/year)</u>	<u>Project Duration (No. of months)</u>
As stated in project agreement	<u>01/10/2010</u>	<u>30/09/2012</u>	<u>24</u>
Revised (if applicable)	<u></u>	<u></u>	<u></u>

Methodology Employed

1. Formation of Project Team

A steering committee was formed in order to provide direction and advices to the project.

2. Review on the Proposed Best Practices Topics and Scope

After the review of proposed topics by staff from the ISE-PolyU, HKLA and industrial leaders/experts in managing logistics activities, five best practices topics, namely, (i) Information Technology-integrated Logistics Strategies, (ii) Workflow Management in Electronics Industry, (iii) Logistics Collaboration Management in Trading Industry, (iv) Logistics Freight Forwarding Management, and (v) Local Distribution Management were determined eventually.

3. Selection of Best-in-Class Companies for Best Practices Illustration

A literature review of other traditional and similar industries were undertaken in order to get a better understanding of supply chain operations in those industries. Project team members interviewed and carried out site visits to various companies such as Taipan Bread and Cakes Company Limited, DSC Holdings Limited, Transland Shipping (1971) Group, Lapton Freight International Ltd, WPG Electronics (HK) Limited etc. in order to collect data and select the best-in-class type. The illustrated cases were selected from these companies by classifying their major success factors over their competitors in the industries.

4. Production of Training Materials for Seminars and Workshops

Training materials for seminars and workshops for different industries were compiled after the best practices topics had been determined and the best-in-class companies had been selected. Content of the training materials were prepared accordingly for seminars and workshops.

5. Production of DVD-ROMs

The 6,000 sets of DVD-ROMs were produced. Each set of DVD-ROM consists of:

Disc 1: soft copies of the training manuals, related materials used in seminars and workshops, and other project information;

Disc 2: videos of seminars and workshops.

6. Promotion of Project Deliverables

Ten seminars, ten training workshops and five site visits were launched successfully. Logistics experts were invited for these events to spread the knowledge of logistics best practices to the management staff of SMEs in general who participated in the project activities.

2. Summary of Project Results

Project Deliverables

Please list out the targeted project deliverables as stated in the project proposal appended to the project agreement and provide details of actual result achieved, including beneficiaries, for each of them.

1. Training Manuals

A set of training manuals in Chinese on the five best practices topics, including (i) Information Technology-integrated Logistics Strategies, (ii) Workflow Management in Electronics Industry, (iii) Logistics Collaboration Management in Trading Industry, (iv) Logistics Freight Forwarding Management, and (v) Local Distribution Management, were developed. These training manuals were distributed to the participants in seminars and workshops.

In addition, the contents of these training manuals are included in the DVD-ROMs and are available on the project website. The link for downloading the training manuals is: <http://www.smelogistics.org.hk/case.php>.

2. Training Workshops

Ten training workshops were launched as follows:

- (i) **First workshop:**
 - Topic: Workflow Management Best Practices Workshop
 - Date: Dec 13, 2011
 - Location: Room Y301, The Hong Kong Polytechnic University
 - Number of participants: 70
- (ii) **Second workshop:**
 - Topic: Workflow Management Best Practices Workshop
 - Date: Jan 16, 2012
 - Location: Senate room M1603, The Hong Kong Polytechnic University
 - Number of participants: 78
- (iii) **Third workshop:**
 - Topic: Local Distribution Management Best Practices Workshop
 - Date: Feb 8, 2012
 - Location: Room AG710, The Hong Kong Polytechnic University
 - Number of participants: 80
- (iv) **Fourth workshop:**
 - Topic: Logistics Freight Forwarding Management Best Practices Workshop
 - Date: Apr 24, 2012
 - Location: Room HJ203, The Hong Kong Polytechnic University
 - Number of participants: 68
- (v) **Fifth workshop:**
 - Topic: Logistics Freight Forwarding Management Best Practices Workshop
 - Date: May 2, 2012
 - Location: Room Y303, The Hong Kong Polytechnic University
 - Number of participants: 79
- (vi) **Sixth workshop:**
 - Topic: Logistics Collaboration Management Best Practices Workshop
 - Date: May 18, 2012
 - Location: Room Y409, The Hong Kong Polytechnic University
 - Number of participants: 75
- (vii) **Seventh workshop:**
 - Topic: Information Technology-integrated Logistics Strategies Best Practices Workshop
 - Date: Jun 8, 2012
 - Location: Room Y409, The Hong Kong Polytechnic University
 - Number of participants: 76

(viii) Eighth workshop:

- Topic: Logistics Collaboration Management Best Practices Workshop
- Date: Jun 15, 2012
- Location: Room Y410, The Hong Kong Polytechnic University
- Number of participants: 78

(ix) Ninth workshop:

- Topic: Local Distribution Management Best Practices Workshop
- Date: Jul 24, 2012
- Location: Room Y409, The Hong Kong Polytechnic University
- Number of participants: 75

(x) Tenth workshop:

- Topic: Information Technology-integrated Logistics Strategies Best Practices Workshop
- Date: Aug 9, 2012
- Location: Room Y409, The Hong Kong Polytechnic University
- Number of participants: 80

Case studies of different industries involving electronics and electrical, freight forwarding, earphone products and logistics were introduced in training workshops in order to help SMEs in general enhance their operational effectiveness in logistics activities. Training manuals were distributed to the participants of training workshops. Over 750 management staff of SMEs in general has participated in the ten training workshops.

3. Seminars

Ten seminars were launched as follows:

(i) First seminar:

- Topic: Information Technology-integrated Logistics Strategies Seminar
- Date: Oct 26, 2011
- Location: Conference Hall, 4/F, HKPC Building, Kowloon Tong
- Number of participants: 350

(ii) Second seminar:

- Topic: Information Technology-integrated Logistics Strategies Seminar
- Date: Nov 16, 2011
- Location: Senate room M1603, The Hong Kong Polytechnic University
- Number of participants: 101

(iii) Third seminar:

- Topic: Information Technology-integrated Logistics Strategies Seminar
- Date: Nov 30, 2011
- Location: Senate room M1603, The Hong Kong Polytechnic University
- Number of participants: 103

(iv) Fourth seminar:

- Topic: Logistics Collaboration Management Best Practices Seminar
- Date: Jan 11, 2012
- Location: Room QR403, The Hong Kong Polytechnic University
- Number of participants: 118

(v) Fifth seminar:

- Topic: Local Distribution Management Best Practices Seminar
- Date: Mar 30, 2012
- Location: Room Y301, The Hong Kong Polytechnic University
- Number of participants: 109

(vi) Sixth seminar:

- Topic: Local Distribution Management Best Practices Seminar
 - Date: Apr 26, 2012
 - Location: Senate room M1603, The Hong Kong Polytechnic University
 - Number of participants: 102
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(vii) Seventh seminar:

- Topic: Workflow Management Best Practices Seminar
- Date: Jun 6, 2012
- Location: Senate room M1603, The Hong Kong Polytechnic University
- Number of participants: 103

(viii) Eighth seminar:

- Topic: Logistics Freight Forwarding Management Best Practices Seminar
- Date: Jun 22, 2012
- Location: Room Y301, The Hong Kong Polytechnic University
- Number of participants: 118

(ix) Ninth seminar:

- Topic: Logistics Freight Forwarding Management Best Practices Seminar
- Date: Aug 10, 2012
- Location: Senate room M1603, The Hong Kong Polytechnic University
- Number of participants: 101

(x) Tenth seminar:

- Topic: Workflow Management Best Practices Seminar
- Date: Sep 29, 2012
- Location: Senate room M1603, The Hong Kong Polytechnic University
- Number of participants: 102

Case studies of different industries including retail, metal gift premiums, food and beverage, shipping, mobile phones, eye care products and logistics were introduced in seminars. Logistics experts from selected best-in-class companies were invited to share their experience to SMEs in general. Training manuals were distributed to the participants of seminars. Over 1300 management staff of SMEs in general has attended the ten seminars.

4. Site Visits for Participants

Five site visits for participants to visit different best practices companies were launched as follows:

(i) First site visit:

- Topic: Site visit to Amway (China) Guangzhou Logistics Centre
- Date: Mar 27, 2012
- Location: Guangzhou, China
- Number of participants: 43

(ii) Second site visit:

- Topic: Site visit to the logistics centre of Kerry Logistics
- Date: Apr 16, 2012
- Location: Kerry Logistics Centee, Kwai Chung, Hong Kong
- Number of participants: 35

(iii) Third site visit:

- Topic: Site visit to logistics distribution centre of CROCS shoes
- Date: May 21, 2012
- Location: Shenzhen Yantian, China
- Number of participants: 37

(iv) Fourth site visit:

- Topic: Site visit to Hung Fook Tong Museum and Logistics Centre
- Date: Sep 20, 2012
- Location: Tsuen Wan, Hong Kong
- Number of participants: 30

(v) Fifth site visit:

- Topic: Site visit to the logistics centre of JSI Logistics
 - Date: Sep 26, 2012
 - Location: Tsuen Wan, Hong Kong
 - Number of participants: 32
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Case studies of different industries including fast-moving consumer goods, warehousing, wine, shoes, food and electronics were introduced in site visits. During the site visits, participants experienced the daily operations of the companies and learnt from their best practices. Over 170 management staff of SMEs in general has attended the five site visits.

5. Website Updates

An online enquiry system was implemented in the project website in order to provide a channel for users to make general enquiries. A project forum is included in the online enquiry system. Users can register in the forum for making general enquiries regarding each topic and other related information discussed in the project. The link for making general enquiries is <http://www.smelogistics.org.hk/enquiry.php> while the project forum can be accessed through <http://www.smelogistics.org.hk/forum/forum.php>.

6. DVD-ROMs

All the training materials include the basic concepts on the topics discussed, training manuals, logistics best practices case studies and videos of project activities were included in DVD-ROMs. 6,000 sets of DVD-ROMs (2 discs per set) were distributed to the participants through project events and by mail dissemination. In addition, they were disseminated through Hong Kong Logistics Association, The Institute of Purchasing & Supply of Hong Kong and the Department of Industrial and Systems Engineering of The Hong Kong Polytechnic University. Through the DVD-ROMs, more general SMEs can learn various logistics operations from the best practices, which assist them in formulating their own logistics strategies in order to enhance their operational efficiency and competitiveness.

Actual Benefits to SMEs

Please indicate *in clear, specific, tangible and quantifiable terms* the benefits of the project and its contribution to enhancing the competitiveness of Hong Kong's SMEs in general or SMEs in specific sectors, in not more than 400 words.

Over 2,200 management staff of SMEs in different industries participated in our logistics best practices project events during the project period. Over 750 management staff of SMEs in general has participated in the ten training workshops. Over 1300 management staff of SMEs in general has attended the ten seminars. Over 170 management staff of SMEs in general has attended the five site visits.

In order to collect feedback from the participants, a questionnaire was conducted during each project activity. We have collected a total of 888 completed questionnaires from the participants of all our project events. From the results, 88% of the questionnaires respondents thought that the project events were very useful or useful in enhancing the competitiveness of Hong Kong's SMEs in general. In addition, 93% of them were very satisfied or satisfied with the overall performance of the project events.

According to the feedback from the participants of SMEs in general during each activity, it is shown that participants learnt various essential logistics knowledge from our seminars, training workshops and site visits. Deliverables of this logistics best practices project (D10 001 004) provide essential assistance in the form of sharing relevant logistics knowledge for them to enhance daily operational effectiveness and competitiveness. Moreover, it is proved that experiences sharing from selected best practices companies by means of seminars and training workshops with the aids of site visits are valuable to the participants (Hong Kong's SMEs in general) in the formulation of logistics strategies and action plans.

Milestones (in chronological order)

Please indicate if the milestone is completed (C), deferred (D) or not achieved (N). If it is deferred, please indicate the revised completion date. For those milestones which are deferred or not achieved, please also provide the reasons under item 2.4.

	<u>Milestone</u> (as set out in the project proposal appended to the project agreement)	<u>Original target completion date</u>	<u>Revised target completion date</u> (if applicable)	<u>Status</u> (C/D/N) #
(a)	Formation of Project Team	30 Oct 2010		C
(b)	Review on the Proposed Best Practices Topics and Scope	30 Nov 2010		C
(c)	Selection of Logistics Companies for Illustration	31 Aug 2011		C
(d)	Content and Training Material Development	30 Apr 2012		C
(e)	Seminars, Workshops, and Site Visits for Participants	31 Aug 2012	29 Sep 2012	D
(f)	Design and Production of DVD-ROMs	15 Sep 2012		C
(g)	Project Website Update and Implementation of an Online Enquiry System	30 Sep 2012		C

Marketing/Dissemination Activities (in chronological order)

Please provide details of all completed and on-going promotional and/or dissemination activities for each of the project deliverables. Such activities may include advertisements, seminars, workshops, etc.

<u>Date/ Period</u>	<u>Description</u>	<u>No. of beneficiaries</u> (Please specify whether they are SMEs or not)
Training Workshops:		
1. First workshop		
28-11-2011	Email Promotion through IPSHK	Estimated SME – 300
2-12-2011	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
3-12-2011	Email Promotion through HKLA	Estimated SME – 500
5-12-2011	Email Promotion through SME network	Estimated SME – 1000
13-12-2011	Workflow Management Best Practices Workshop	Estimated SME – 70
6-1-2012	Ming Pao press report	Estimated SME -8800 /Non SME -880
2. Second workshop		
21-12-2011	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
22-12-2011	Email Promotion through SME network	Estimated SME – 1000
11-1-2012	Promotion in TID's SUCCESS e-newsletter	Estimated SME – 1500
16-1-2012	Workflow Management Best Practices Workshop	Estimated SME – 78
3. Third workshop		
15-1-2012	Email Promotion through HKLA	Estimated SME – 500
15-1-2012	Email Promotion through HKSTLA	Estimated SME – 500
20-1-2012	Email Promotion through SME network	Estimated SME – 1000
8-2-2012	Local Distribution Management Best Practices Workshop	Estimated SME – 80
4. Fourth workshop		
22-3-2012	Email Promotion through HKLA	Estimated SME – 500
22-3-2012	Email Promotion through IPSHK	Estimated SME – 300
26-3-2012	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
28-3-2012	Email Promotion through SME network	Estimated SME – 1000

24-4-2012	Logistics Freight Forwarding Management Best Practices Workshop	Estimated SME – 68
5. Fifth workshop		
11-4-2012	Email Promotion through IPSHK	Estimated SME – 300
13-4-2012	Email Promotion through SME network	Estimated SME – 1000
18-4-2012	Promotion in TID's SUCCESS e-newsletter	Estimated SME – 1500
2-5-2012	Logistics Freight Forwarding Management Best Practices Workshop	Estimated SME – 79
6. Sixth workshop		
2-5-2012	Email Promotion through HKLA	Estimated SME – 500
2-5-2012	Email Promotion through IPSHK	Estimated SME – 300
3-5-2012	Email Promotion through SME network	Estimated SME – 1000
18-5-2012	Logistics Collaboration Management Best Practices Workshop	Estimated SME – 75
25-5-2012	Ming Pao press report	Estimated SME -8800 /Non SME -880
7. Seventh workshop		
17-5-2012	Email Promotion through HKLA	Estimated SME – 500
18-5-2012	Email Promotion through IPSHK	Estimated SME – 300
20-5-2012	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
8-6-2012	IT-integrated Logistics Strategies Best Practices Workshop	Estimated SME – 76
8. Eighth workshop		
26-5-2012	Email Promotion through HKLA	Estimated SME – 500
26-5-2012	Email Promotion through IPSHK	Estimated SME – 300
28-5-2012	Email Promotion through Tradelink	Estimated SME – 800
28-5-2012	Email Promotion through SME network	Estimated SME – 1000
15-6-2012	Logistics Collaboration Management Best Practices Workshop	Estimated SME – 78
9. Ninth workshop		
28-6-2012	Email Promotion through HKLA	Estimated SME – 500
3-7-2012	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
3-7-2012	Email Promotion through SME network	Estimated SME – 1000
24-7-2012	Local Distribution Management Best Practices Workshop	Estimated SME – 75
10. Tenth workshop		
23-7-2012	Email Promotion through HKLA	Estimated SME – 500
23-7-2012	Email Promotion through IPSHK	Estimated SME – 300
24-7-2012	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
25-7-2012	Email Promotion through SME network	Estimated SME – 1000
9-8-2012	IT-integrated Logistics Strategies Best Practices Workshop	Estimated SME – 80
Seminars:		
1. First seminar		
5-10-2011	Email Promotion through IPSHK	Estimated SME – 300

5-10-2011	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
6-10-2011	Email Promotion through HKLA	Estimated SME – 500
6-10-2011	Promotion in TID's SUCCESS e-newsletter	Estimated SME – 1500
10-10-2011	Email Promotion through SME network	Estimated SME – 1000
17-10-2011	Email Promotion through Tradelink	Estimated SME – 800
20-10-2011	Email Promotion through AADO, PolyU	Estimated SME – 3000
20-10-2011	Newspaper promotion on Hong Kong Economic Times	Estimated SME -11500 /Non SME -1150
20-10-2011	Newspaper promotion on Headlines	Estimated SME -13000 /Non SME -1300
21-10-2011	Ming Pao press report	Estimated SME -8800 /Non SME -880
24-10-2011	HKET press report	Estimated SME -11500 /Non SME -1150
26-10-2011	IT-integrated Logistics Strategies Best Practices Seminar	Estimated SME – 350
28-10-2011	HKET press report	Estimated SME -11500 /Non SME -1150
28-10-2011	Ming Pao press report	Estimated SME -8800 /Non SME -880
2. Second seminar		
2-11-2011	Email Promotion through HKLA	Estimated SME – 500
3-11-2011	Email Promotion through SME network	Estimated SME – 1000
6-11-2011	Email Promotion through GS1 Hong Kong	Estimated SME – 1200
6-11-2011	Email Promotion through IPSHK	Estimated SME – 300
10-11-2011	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
16-11-2011	IT-integrated Logistics Strategies Best Practices Seminar	Estimated SME – 101
3. Third seminar		
15-11-2011	Email Promotion through HKLA	Estimated SME – 500
15-11-2011	Email Promotion through IPSHK	Estimated SME – 300
16-11-2011	Promotion in TID's SUCCESS e-newsletter	Estimated SME – 1500
20-11-2011	Email Promotion through SME network	Estimated SME – 1000
21-11-2011	Email Promotion through Tradelink	Estimated SME – 800
23-11-2011	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
30-11-2011	IT-integrated Logistics Strategies Best Practices Seminar	Estimated SME – 103
4. Fourth seminar		
21-12-2011	Email Promotion through Tradelink	Estimated SME – 800
23-12-2011	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
28-12-2011	Promotion in TID's SUCCESS e-newsletter	Estimated SME – 1500
30-12-2011	Email Promotion through HKLA	Estimated SME – 500
3-1-2012	Email Promotion through HKSTLA	Estimated SME – 500
3-1-2012	Email Promotion through SME network	Estimated SME – 1000

5-1-2012	Email Promotion through IPSHK	Estimated SME – 300
8-1-2012	Email Promotion through GS1 Hong Kong	Estimated SME – 1200
11-1-2012	Logistics Collaboration Management Best Practices Seminar	Estimated SME – 118
5. Fifth seminar		
10-3-2012	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
10-3-2012	Email Promotion through HKLA	Estimated SME – 500
14-3-2012	Email Promotion through SME network	Estimated SME – 1000
16-3-2012	Email Promotion through IPSHK	Estimated SME – 300
30-3-2012	Local Distribution Management Best Practices Seminar	Estimated SME – 109
6. Sixth seminar		
3-4-2012	Promotion in TID's SUCCESS e-newsletter	Estimated SME – 1500
10-4-2012	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
10-4-2012	Email Promotion through HKLA	Estimated SME – 500
15-4-2012	Email Promotion through SME network	Estimated SME – 1000
18-4-2012	Email Promotion through IPSHK	Estimated SME – 300
20-4-2012	Email Promotion through GS1 Hong Kong	Estimated SME – 1200
26-4-2012	Local Distribution Management Best Practices Seminar	Estimated SME – 102
18-5-2012	Ming Pao press report	Estimated SME -8800 /Non SME -880
7. Seventh seminar		
16-5-2012	Promotion in TID's SUCCESS e-newsletter	Estimated SME – 1500
17-5-2012	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
18-5-2012	Email Promotion through HKLA	Estimated SME – 500
20-5-2012	Email Promotion through SME network	Estimated SME – 1000
23-5-2012	Email Promotion through IPSHK	Estimated SME – 300
6-6-2012	Workflow Management Best Practices Seminar	Estimated SME – 103
8. Eighth seminar		
29-5-2012	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
30-5-2012	Promotion in TID's SUCCESS e-newsletter	Estimated SME – 1500
10-6-2012	Email Promotion through HKLA	Estimated SME – 500
13-6-2012	Email Promotion through SME network	Estimated SME – 1000
15-6-2012	Email Promotion through IPSHK	Estimated SME – 300
22-6-2012	Logistics Freight Forwarding Management Best Practices Seminar	Estimated SME – 118
9. Ninth seminar		
18-7-2012	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
21-7-2012	Email Promotion through HKLA	Estimated SME – 500
25-7-2012	Email Promotion through SME network	Estimated SME – 1000
28-7-2012	Email Promotion through IPSHK	Estimated SME – 300
10-8-2012	Logistics Freight Forwarding Management Best Practices Seminar	Estimated SME – 101

10. Tenth seminar		
20-8-2012	Email Promotion through ISE network (MILESAA, master programs)	Estimated SME – 1000
21-8-2012	Email Promotion through HKLA	Estimated SME – 500
22-8-2012	Email Promotion through SME network	Estimated SME – 1000
23-8-2012	Email Promotion through IPSHK	Estimated SME – 300
29-9-2012	Workflow Management Best Practices Seminar	Estimated SME – 102
Site Visits for Participants:		
1. First site visit		
8-3-2012	Email Promotion through HKLA	Estimated SME -500
8-3-2012	Email Promotion through SME network	Estimated SME – 1000
27-3-2012	Site visit to Amway (China) Guangzhou Logistics Centre	Estimated SME – 43
2. Second site visit		
3-4-2012	Email Promotion through HKLA	Estimated SME -500
3-4-2012	Email Promotion through SME network	Estimated SME – 1000
16-4-2012	Site visit to the logistics centre of Kerry Logistics	Estimated SME – 35
3. Third site visit		
4-5-2012	Email Promotion through HKLA	Estimated SME -500
4-5-2012	Email Promotion through SME network	Estimated SME – 1000
21-5-2012	Site visit to logistics distribution centre of CROCS shoes	Estimated SME – 37
4. Fourth site visit		
20-8-2012	Email Promotion through HKLA	Estimated SME -500
20-8-2012	Email Promotion through SME network	Estimated SME – 1000
20-9-2012	Site visit to Hung Fook Tong Museum and Logistics Centre	Estimated SME – 30
5. Fifth site visit		
28-8-2012	Email Promotion through HKLA	Estimated SME -500
28-8-2012	Email Promotion through SME network	Estimated SME – 1000
26-9-2012	Site visit to the logistics centre of JSI Logistics	Estimated SME – 32
Project website and forum:		
01-01-2011 – 30-09-2012	Project website: http://www.smelogistics.org.hk Project forum: http://www.smelogistics.org.hk/forum/forum.php	Estimated SME – 12000
Total no. of beneficiaries - no. of SMEs		185143
no. of companies which are <u>not</u> SMEs		9150

Future Plan for Promoting the Project Deliverables

The project website (<http://www.smelogistics.org.hk>) will be hosted by The Hong Kong Polytechnic University, so that updated information can be put in the website.

Training manuals and DVD-ROMs will be disseminated to Hong Kong's SMEs in general in future events organized by Hong Kong Logistics Association and the Department of Industrial and Systems Engineering, The Hong Kong Polytechnic University.