

# Optimizing IT Efficiency

## How to Cut IT Costs without upsetting the Service Capability

**Nature and Objectives:** The pressure to cut costs in optimizing IT efficiency without upsetting the service capability is a real challenge to both the business leaders and IT management executives. They need to balance between managing short-term issues of cost and complexity, while at the same time investing in the future. Today, many IT organizations in different business sectors face a dilemma — to maintain a minimal level of IT expenditure on one hand and keep and improve the delivery and support of all aspects of IT services on the other. This course aims at providing the participants with the necessary knowledge and practical methods to review the IT workforce and organization, business and IT processes and find ways to provide the necessary business applications and IT infrastructure to meet the cost-cutting challenges. In the course, participants will learn how to analyze the cost elements contributing to the IT expenditure and understand the possible ways to reduce the costs in different aspects for providing the appropriate IT solution and services in an optimized way.

**Who Should Attend:** The course is suitable for business executives, auditors, CIO, managers and directors of IT departments in deciding and reviewing the investments in IT for running the business.

**Fee(HK\$):** 2,200 / 1,980 (Enrolment on or before July 23, 2010)

**Code:** 40115277  
**Date:** August 13, 2010  
**Time:** 9:30 – 17:00  
**Venue:** Hong Productivity Council  
**Medium of Instruction:** Cantonese with English terminology  
**Award of Certificate:** Certificate of Attendance

### Overview of Cost Reduction Exercise

- The Budget and the Financial Goal
- Cost Reduction Process
- Cost Cutting Multi-Model
  - Organization
  - Processes
  - Business Applications
  - IT Infrastructure
  - Overheads and Miscellaneous Costs
- Cost Reduction Pitfalls

### Organization and People

- Workforce Option
- Organization Design
- Impact Analysis
  - Communication
  - Employee Motivation
- Change Tactics

### Business and IT Processes

- Looking for Better Way of Value Generation
- Process Overview
- Stakeholder Engagement and Management
- Planning, Delivery and Support
- Agile Practice
  - Prioritize the Value
  - Balance Costs and Expected Outcomes
  - Reduce Failure Risk

### Business Applications

- Application Portfolio
- Acquisition Options
- System Design
- Software Implementation
- Ongoing Support

### Concept of Green IT

#### An Examination of IT Infrastructure

- Data Centre
- Data Network
- Voice Network
- Server
- Storage
- PC
- Cloud Computing

#### Overheads and Miscellaneous Costs

- Insurance
- Machine and Equipment
- Training
- Travel
- Legal expenses
- Entertainment
- Other Expenses

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Name: _____	Job Title: _____
Organization: _____	Fee: _____
Address: _____	
Tel: _____	Fax: _____
Email: _____	Signature: _____

- To enroll, please complete the enrolment form and send it together with the appropriate fee to **ICT & Logistics Unit, Productivity Training Institute, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong**. All cheques should be crossed and made payable to "Hong Kong Productivity Council".
- Course fee must be accompanied with this form (or its photocopy), otherwise enrolment may be rejected.
- HKPC has adopted a Personal Data (Privacy) Policy. Information about the policy is available at HKPC enrolment counters for collection. You may also contact our Personal Data Controlling Officer for further details.
- Applicants are encouraged to pay by credit cards, EPS or cheques, if possible. Amount received will be imprinted. Cheques are subject to bank clearance.
- Enrolment fee is not refundable unless HKPC is notified in writing of your withdrawal at least 5 working days before the course commences. A handling charge of HK\$200 will also be levied.
- An applicant may, subject to approval from HKPC, nominate a person to attend the course on his/her behalf.
- HKPC reserves the right to change the contents, venue and / or time as necessary.
- Classes in the morning, afternoon or evening will be cancelled if typhoon signal No. 8 or above OR black rainstorm warning is still hoisted after (or is announced by the Hong Kong Observatory to be hoisted at/after) 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively. Participants will be notified when the class will be made up as soon as possible.

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